



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 3rd June 2026 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rita Tong, Executive Officer
27th May 2026

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record minutes of the Annual Town Council held on 20 th May 2026 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 27th May 2026 (if available)

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

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

RECOMMENDATIONS

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

8. FINANCIAL REPORTING FOR THE YEAR ENDING 31st MARCH 2026

- a) To consider and agree the Asset Register as at 31st March 2026 (*summary register attached*).
- b) To receive and note the Summary of Financial Statements report for the year ending 31st March 2026 (*copy attached*).

RECOMMENDATIONS

- a) To approve the Asset Register as at 31st March 2026.
- b) To note the Summary of Financial Statements for the year ending 31st March 2026

9. INTERNAL AUDIT FOR THE YEAR ENDING 2025/26

- a) To receive and note the final Internal Audit report for the year 2025/26 (*copy attached*).
- b) To receive and note the Annual Internal Audit report 2025/26 (*copy attached*)

Audit Point	Audit Findings	Proposed Council Response
O. DIGITAL AND DATA COMPLIANCE	The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and should be updated to reference the current WCAG 2.2 AA standard.	Agreed. Website has been updated.
O. DIGITAL AND DATA COMPLIANCE	The Council has not adopted an IT Policy by 31 March 2026 and therefore has not met the requirements of Governance Assertion 10.	The Council is working towards Cyber Essentials which required some decisions by Council on use of personal devices accessing Council systems. That decision was made at its Full Council meeting in April 2026. Policies surrounding IT and cyber security can be found later in this agenda.
O. DIGITAL AND DATA COMPLIANCE	I recommend the council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations, as this may be an audit test under Governance Assertion 10 next year.	Noted. Officers did a data audit in 2025/26 but did not take it to Council so it was not on any minutes.

		Officers will ensure the next audit is put on a relevant Committee agenda so that it is formally minuted.
<p>RECOMMENDATIONS</p> <p>a) To note the final Internal Audit report for 2025/26 and agree the Council's responses to the items raised.</p> <p>b) To note the Annual Internal Audit report for 2025/26.</p>		
10.	<p>REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL 2025/26.</p> <p>To consider and agree the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2026 – evidence for AGAR Section 1 (<i>copy attached</i>)</p> <p>RECOMMENDATIONS</p> <p>To note the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2026.</p>	
11.	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR SECTION 1) 2025/26</p> <p>To consider and agree the statements contained in the AGAR Section 1 – Annual Governance Statement 2025/26 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>To approve the statements in the AGAR Section 1 – Annual Governance Statement 2025/26.</p>	
12.	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR SECTION 1) 2025/26</p> <p>To consider and agree a response to the conflict-of-interest form for submission to the external auditor, BDO (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>To approve the response to the conflict-of-interest form for the external auditor BDO.</p>	
13.	<p>ACCOUNTING STATEMENTS (AGAR SECTION 2) 2025/26</p> <p>To consider and agree the statements in AGAR Section 2 - Accounting Statements 2025/26 (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>To approve the statements in the AGAR Section 2 – Accounting Statements 2025/26.</p>	
14.	<p>CYBER ESSENTIALS POLICIES AND PROCEDURES</p> <p>Members are reminded that, at its meeting in April 2026, Full Council resolved to provide Councillors with Council-managed devices as part of the Council's ongoing commitment to improving cyber security and organisational resilience. Following the May 2026 elections, all Members were given the opportunity to opt in or out of receiving a device and orders have now been placed with the Council's IT provider, with delivery expected in late June / early July 2026.</p> <p>As part of the next stage in achieving the Cyber Essentials accreditation, the Council is required to adopt a suite of supporting cyber security policies and procedures. These documents form part of the mandatory framework required to demonstrate compliance with the Cyber Essentials standard and are also relevant to the Council meeting the</p>	

requirements of the Annual Governance and Accountability Return (AGAR), specifically Assertion O, which the Council did not achieve in the 2025/26 year.

The attached policies and procedures have been provided by Bulletproof, the Council's appointed Cyber Essentials accreditation partner. Members are advised that these documents are based on the approved Cyber Essentials framework and should therefore be adopted without amendment in order to ensure compliance with the required standard.

The following documents are attached for approval:

- Acceptable Use Policy
- Access Control Procedure
- Anti-Malware Policy
- Security Awareness Policy
- Passwords Policy
- Starters / Leavers Checklist

Adoption of these policies represents one of the final stages required for the Council to achieve Cyber Essentials accreditation and strengthen its resilience against cyber threats.

RECOMMENDATIONS

- a) Members note the progress made towards achieving Cyber Essentials accreditation, including the provision of Council-managed devices for Members.
- b) Members approve and adopt the attached Cyber Essentials policies and procedures as provided by Bulletproof.

15. THE VIEWS PLAYGROUND – TENDER REPORT & AWARD OF CONTRACT

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

RECOMMENDATION

Members are requested to:

- a) Note the outcome of the tender evaluation process for The Views Playground project.
- b) Consider the results of the public consultation presented at the meeting alongside the panel evaluation scores.
- c) Determine which contractor should be awarded the contract for The Views Playground project, subject to satisfactory references and the granting of a PWLB loan.

16 2026 CHRISTMAS DAY LUNCH

Members are advised that staff are currently undertaking a review of equipment within The Harlington in preparation for the forthcoming refurbishment works. This includes identifying items for disposal, storage during the refurbishment period, or relocation to alternative Council sites.

A decision is now required regarding the substantial amount of catering equipment currently retained specifically for the operation of the annual Christmas Day Lunch. Members are asked to consider whether:

- the equipment should be retained and stored for potential future use, with disposal considered following the 2026 event; or
- the equipment can be donated or disposed of at this stage, with the Council moving to an alternative model for future Christmas provision, such as:
 - hosting the event within a local public house or community venue; or
 - replacing the Christmas Day Lunch with an alternative festive event, for example a festive afternoon tea held on a date following Christmas Day, which could potentially return to The Harlington following completion of refurbishment works.

Members should note that the continuation of the Christmas Day Lunch is heavily dependent upon officer and volunteer resources. The event has historically been strongly

	<p>supported and organised by officers; however, future staffing capacity and availability to lead the event remains uncertain. The identification of a committed organiser would therefore be a significant factor in determining the viability of continuing the event in its current format.</p> <p>Given the number of options available and the strategic considerations involved, it may be more appropriate for the matter to be considered initially by a Working Group. Matters for consideration would include:</p> <ul style="list-style-type: none"> • whether the event should be temporarily relocated during the refurbishment period; • whether the event should return to The Harlington following refurbishment completion; and • whether the Council wishes to continue operating a Christmas Day Lunch in the longer term. <p>A Working Group could review the available options and report back to Council no later than September 2026; to enable sufficient time for planning should Members wish to proceed with a Christmas event in 2026.</p> <p>RECOMMENDATIONS</p> <ol style="list-style-type: none"> a) Establish a Working Group to consider the future delivery of the Council’s Christmas event provision. b) That the Working Group review the operational, financial and staffing implications of the available options, including the retention or disposal of catering equipment. c) That the Working Group report back to Full Council with recommendations no later than September 2026.
17.	<p>HARLINGTON UPDATE</p> <p>To receive an update from the Chairman on the Harlington renovation project.</p> <p>The Chairman will update Members on the meeting held on 26 May 2026 with Skelly & Couch, the Mechanical & Engineering consultants.</p> <p>RECOMMENDATIONS</p> <p>To note the update from the Chairman.</p>
Part 2 – ITEMS TO NOTE	
18.	<p>ANNOUNCEMENTS</p> <p>To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
19.	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting of the Council is scheduled to be held on Wednesday 1st July 2026 at 7pm at the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ol style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees. b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings. d. The early stages of any dispute. e. Matters of a commercial nature. <p>There are no confidential items.</p>



FLEET TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL

held on

Wednesday 20th May 2026 at 7pm

- | | |
|----------------------------|------------------------|
| * Councillor Chenery | * Councillor Powell |
| * Councillor Einchcomb | * Councillor Schofield |
| * Councillor Engstrom | * Councillor Stanton |
| * Councillor Forster | * Councillor Taylor |
| * Councillor Hope | * Councillor Tilley |
| * Councillor Kuntikanamata | * Councillor Wildsmith |
| * Councillor May | * Councillor Woods |
| * Councillor Oliver | |
| * Councillor Parker | |

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

Also in attendance:

Rita Tong – Executive Officer
Mike Bye – Chair of Friends of Oakley Park
Leslie Holt – Co-Option Candidate
Kevin Davidson – Co-Option Candidate

FC MAY 2026 ITEM 1 ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Schofield was proposed by Councillor Chenery and seconded by Councillor Woods for the position of Chairman.

Councillor Wildsmith was proposed by Councillor Taylor and seconded by Councillor Parker for the position of Chairman.

Following a vote, Councillor Schofield was elected Chairman of the Council for the ensuing municipal year.

RESOLVED

That Councillor Bob Schofield be re-elected to the office of Chairman of Council for the local government year 2026/2027.

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

FC MAY 2026 ITEM 2 ELECTION OF VICE CHAIRMAN

Councillor Einchcomb was proposed by Councillor Woods and seconded by Councillor May. There were no other nominations.

RESOLVED

That Councillor Paul Einchcomb be re-elected to the office of Vice Chairman of Council for the local government year 2026/2027.

FC MAY 2026 ITEM 3

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

FC MAY 2026 ITEM 4

DECLARATIONS OF INTEREST

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

FC MAY 2026 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC MAY 2026 ITEM 6

CHAIRMAN'S ANNOUNCEMENTS

8th April Along with Ben Crane attended the later stages of the BFF Design Review Meeting which was held as a hybrid meeting on site and via video links.

13th April Attended an on-line meeting for an update on the Hart Youth Awards organised by Fleet Phoenix. Everything is being managed to programme.

14th April Attended the Mental Health Awareness Fair at the Harlington and listened to the Keynote speaker Robin Ince who spoke on Neurodiversity. Well represented and well attended event. This could become an annual event.

15th April Along with Cllr Einchcomb attended the HDAPTC AGM at HDC's offices. Apart from AGM formalities of appointing officers etc the main speaker was Hart's Chief Executive Officer on the coming developments of LGR now that Central Government has decided on the final formation of the Unitary Authorities and the programme for elections.

27th April Harlington Working Group meeting to update members on latest developments

28th April Attended Oakley Park along with Facilities and Open Spaces Officer to meet field representatives of Thames Water to investigate a potential new sink hole identified by the chairman of Friends of Oakley Park. Thames reps acknowledged the very high **possibility** of a developing sink hole as the depression aligns with a sewer. A follow up investigation is required with a camera crew.

29th April Along with the Executive Officer met with the Manager of the Hart Shopping Centre to discuss the latest developments of the temporary lease for the relocation of the Harlington activities into the shopping unit. More of this later in the Agenda.

29th April Along with Ben and Sam we carried out a dimensional survey of the columns to the main auditorium of the Harlington which required the removal of several wall panels. The information was required by the Structural Engineers designing the new roof structure to the

main auditorium. We had to return later to uncover two more columns that were not so readily exposed and not so readily accessible, but all dimensions have now been confirmed.

1st May Attended hybrid meeting with Executive Officer and representatives of BFF and Synergy to re-assess the current programme of works and the most likely dates for the Harlington closure. The most appropriate form of delivery contract was also debated.

5th May Along with Cllr Tilley attended a BID Board Meeting where a new Chairman and a new Board Member were appointed.

FC MAY 2026 ITEM 7

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Steve Forster (HCC)

- First meeting of the new administration to be held 21 May 2026.

Cllr Alan Oliver (HDC)

- First meeting of the new administration to be held 21 May 2026.

FC MAY 2026 ITEM 8

MINUTES OF PREVIOUS MEETINGS

The minutes of the Town Council meeting held on 1st April 2026 were approved and signed by the Chairman.

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

- Development Control 13th and 27th April 2026, 11th May 2026
- Policy & Finance 22nd April 2026

Councillor Hope requested that the Development Control minutes be amended to reflect that he was Chairman for that meeting.

FC MAY 2026 ITEM 9

COUNCILLOR CO-OPTION

Members received presentations from Mr Holt for the Courtmoor Ward and Mr Davidson for the Fleet Central Ward.

RESOLVED

To approve Leslie Holt to be co-opted as a Member of Fleet Town Council for the Courtmoor Ward and that Kevin Davidson to be co-opted as a Member of Fleet Town Council for the Fleet Central Ward.

Leslie Holt signed the Declaration of Acceptance of Office form and remained for the remainder of the meeting.

Kevin Davidson signed the Declaration of Acceptance of Office form and then left the meeting.

FC MAY 2026 ITEM 10**GENERAL POWER OF COMPETENCE**

Members noted that 16 of the 18 Councillor positions on Fleet Town Council were filled by elected Members and therefore the Council met the requirement that at least two-thirds of the Council must hold office as a result of being declared elected.

Members further noted that the Clerk, Rita Tong, obtained the Certificate in Local Council Administration (CiLCA) in 2016, which included the module relating to the General Power of Competence. The Council therefore met the requirement that, at the time the resolution is passed, the Clerk holds a recognised professional qualification.

RESOLVED

That Fleet Town Council, having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, resolves to adopt the General Power of Competence from 20 May 2026 until the next relevant Annual Meeting of the Council.

**FC MAY 2026 ITEM 11
GROUPS 2026/27****NOMINATIONS TO COMMITTEES AND WORKING**

Members considered and agreed the allocation of members to Committees and Working Groups (*copy attached to record minutes*):

- a) Membership of Committees 2026/27.
- b) Membership of Working Groups 2026/27.

RESOLVED

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

FC MAY 2026 ITEM 12**APPOINTMENTS TO EXTERNAL BODIES**

Members considered the allocation of members to represent Fleet Town Council on External Bodies in 2026/27 (*copy attached to record minutes*).

The Executive Officer was instructed to contact Hart District Council to confirm whether the Hart Community safety group still existed at parish level.

RESOLVED

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

FC MAY 2026 ITEM 13**POLICY ADOPTION**

Members considered and agreed the following policies and documents for the 2026/27 Council year:

- a. Standing Orders (as amended)
- b. Financial Regulations
- c. Treasury & Investment Policy
- d. Risk Management Strategy

- e. Health & Safety Policy

RESOLVED

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

FC MAY 2026 ITEM 14

MEETING SCHEDULE FOR THE COUNCIL 2026/27

Members received the meeting schedule for the forthcoming year.

RESOLVED

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

FC MAY 2026 ITEM 15

MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

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

RESOLVED

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

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

FC MAY 2026 ITEM 16

COUNCIL LEGAL AGREEMENTS

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

On the proposal of Councillor Wildsmith and seconded by Councillor Oliver, Members unanimously agreed to reduce the annual rent to a peppercorn for the remainder of the lease periods for the following organisations:

- 1st Crookham Scouts in Basingbourne Park
- 22nd and 26th Odiham Scouts in Calthorpe Park
- Lions Community Store in Basingbourne Park

Councillor Stanton queried whether the Guides based in Basingbourne should be on the list of organisations to pay rent. The Executive Officer to check the legal records and report back to this Committee at the next meeting.

RESOLVED

- a) To waive the annual rent for the 2026/2027 financial year for the following leases:
- Fleet Cricket Club (Calthorpe Park) – annual rent £4,140.
 - Fleet Phoenix in The Point – annual rent £1,200
- b) To reduce the annual rent to a peppercorn for the remainder of the lease periods for the following organisations:
- 1st Crookham Scouts in Basingbourne Park
 - 22nd and 26th Odiham Scouts in Calthorpe Park

- Lions Community Store in Basingbourne Park

FC MAY 2026 ITEM 17

FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and a list of payments for March 2026.

Councillor Stanton confirmed that the bank reconciliation and list of payments for March 2026 have been verified and signed off against the original bank statement.

RESOLVED

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

FC MAY 2026 ITEM 18

RE-APPOINTMENT OF INTERNAL AUDITOR FOR 2026/27

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

RESOLVED

- a) To confirm satisfaction with the independence of the appointed Internal Auditor.
- b) To confirm satisfaction with the competence of the Internal Auditor.
- c) To note the previously approved Letter of Engagement with the Internal Auditor.

FC MAY 2026 ITEM 19

HARLINGTON UPDATE

Members received an update from the Chairman on the Harlington renovation project.

- All RIBA Stage 2 design issues (bar 1) have been resolved such that BFF and the various design groups can progress with RIBA Stage 3.
 - The only item to be finally resolved is the practicality, cost and planning issues related to the front balcony.
- The major debate at BFF's Design Group Meeting was the air circulation in the main auditorium. Different retractable seating systems use different means of ensuring the air is circulated efficiently. BFF and Skelly and Couch have agreed upon an appropriate system and methodology.
- Three BFF architects spent a day on site and measured all doors for accessibility and fire standards. They extensively toured the roof spaces to familiarise themselves with the internal roof structures.
- The programme review suggested that there has been a slight slippage in progress and the current most likely on-site start date is 1st February 2027, but termination of activity in the Harlington is still planned for the end of December.

- The end of the RIBA Stage 3 Design phase is critical to starting negotiations for a Two Stage Delivery Contract. This is being recommended by Synergy as the least financial risk option. It brings the contractor into the project at an early stage to be involved in the final detailed design and risk management.
 - The balance is lower risk against potentially higher cost.
- Cost remains a key issue at this time with PWLB rates at a record high of 6.68% compared to the 1.2% when the initial Harlington planning application was submitted. This of course inhibits what we will be able to afford within our budgetary constraints.
 - The Council can ride the immediate storm as there is no immediate need to borrow within this calendar year and any loan commitment is valid for 12 months.
- BFF have submitted a pre-application planning advice notice for the potential temporary Harlington venue.
- For any new Members who would like a briefing session on the Harlington Project, the Chairman is happy to arrange a suitable time to bring members up to speed.

RESOLVED

To note the update from the Chairman.

FC MAY 2026 ITEM 20 STATEMENT OF COUNCILLOR ATTENDANCE 2025/26

Members noted the statement of the attendance of Councillors at ordinary meetings of Full Council during 2025/26.

FC MAY 2026 ITEM 21 ANNOUNCEMENTS

The following announcements were made:

- Cllr Schofield celebrated his 80th birthday on 19th of May 2026.
- The new skatepark was officially opened on Monday 18 May 2026 and has been well received.
- Duty Manager Sam Joliffe stars in True West on Wednesday 27 May and Thursday 28 May 2026 at The Harlington.
- Nouveau Cabaret, a show put on by one of The Harlington’s regular hirers, is on Friday 29 May 2026.

FC MAY 2026 ITEM 22 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 3rd June 2026 at 7pm at the Harlington.

The meeting closed at 8.38pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 27th May 2026
at 7pm in The Function Room, The Harlington

Present:

Cllr Chenery
Cllr Hope
Cllr May
Cllr Schofield

Officers: Charlotte Benham

1	<p>Apologies</p> <p>No apologies received</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None present</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the development and control meeting held on Monday 11th May 2026 were accepted as a correct record of the meeting.</p>
5	<p>Election of Chairman Cllr Schofield selected as Chairman of Development & Control Committee.</p> <p>Election of Vice Chairman Alan Hope selected as Chairman of Development & Control Committee.</p>
6	<p>26/00739/FUL 3 Elvetham Road, Fleet, GU51 4QL Erection of a detached building for use as staff room (retrospective) Comments required by 28 May</p> <ul style="list-style-type: none"> • Not clear why the covering letter is classified as Superseded as it explains the background for not applying for planning permission in the first place. • This is a staff room annex due to internal rearrangement in the main practice

	<p>building.</p> <ul style="list-style-type: none"> • It is nonresidential – no issues <p>NO OBJECTION</p> <p>26/00740/HOU 9 Hereford Mead, Fleet, Hampshire, GU51 2TN Demolition of conservatory and erection of a single storey rear extension Comments required by 28 May</p> <ul style="list-style-type: none"> • This is the new conservatory, flat roof, lantern window and bi-fold doors. • No impact – no issues all to the rear. <p>NO OBJECTION</p> <p>26/00749/HOU 68 Kings Road, Fleet, Hampshire, GU51 3AP Erection of a single storey front/infill extension including open porch, erection of a single storey rear/infill extensions following demolition of existing conservatory and alteration to fenestration to ground floor side and rear Comments required by 28 May</p> <ul style="list-style-type: none"> • No change in the number of bedrooms (5No.). • Very modest alteration to the front elevation which improves the front façade. • Major development is to the rear, but well integrated with the host building. • Drawing notes that no trees are within 15m of the proposed works and so no detailed tree survey has been undertaken. <p>NO OBJECTION</p> <p>26/00782/AMCON 277 Fleet Road, Fleet, Hampshire, GU51 3BT Application to vary Condition 2 (approved plans) of planning permission 26/00052/FUL dated 18/03/2026 - Installation of replacement shopfront to fit existing structural opening, up and down wall mounted light fittings, replacement projecting sign, replacement side door, and new rear door. Infill 1no. window to rear projection and reglaze 1no. side window Comments required by 9 June</p> <ul style="list-style-type: none"> • Primary amendment appears to be the change from brickwork to a coloured aluminum panel stall riser. Appears to be the only change from the approved plans. <p>NO OBJECTION</p>
7	<p>To Note:</p> <p>Review of weekly lists</p>

8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>17th June</p>
9	<p>Date of Next Development Control Committee Meeting</p> <p>8th June</p>
<p>Meeting closed: 7.25pm</p> <p>Signed:.....</p> <p>Date:</p>	

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 30 April 2026

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£622,279.00		
HSBC Savings Account, Account No: 91620886	£1,127,257.27	1.41% per annum	Interest paid into HSBC Savings account monthly.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£420,390.07	2.40%	Interest paid into Nationwide Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,104,503.10	3.76% per annum	Interest paid into CCLA, monthly.
TOTAL	£4,664,828.64		

Please note:

Interest received on 30 April 26 into Nationwide account:

Nationwide

£827.63

Interest received on 31 March 26 into CCLA account:

CCLA

£9,838.28

Interest received on 21 April 26 into HSBC Savings account:

HSBC Savings

£1,312.88

Recommendation

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

ContactName	InvoiceNumber	InvoiceAmount	Description
Sage (UK) Ltd	GB01859534	£49.80	Sage Payroll Essentials 6/4 -5/5/26
HSBC Credit Card - Ben Crane	STNT080426-BC	£88.60	Water Butt 210L
HSBC Credit Card - Rita Tong	STMT080426-RT	£186.17	Dust pan & brush / Broom
HSBC Credit Card - Rodney Marshall	STMT080426-RM	£285.16	Snacks - Crisps
HSBC Credit Card - Charlotte Benham	STMT080426-CB	£462.95	Floral Displays - Highways License Fee
HSBC Credit Card - Alex Robins	STMT080426-AR	£979.50	2 x Power Supply & 6 x Wireless Antennas
Xero (UK) Ltd	28760463	£78.00	Xero 13/4 - 12/5/26
E C Matthams	AF-00188	£100.00	Damage Deposit Refund - AF00188
Sharna Haines	AF00171	£100.00	Daamage Deposit Refund AF00171
Amy Woloszyn	AF00146	£100.00	Damage Deposit Refund - AF00146
Castle Water Limited	10009569772	£975.73	Water & Wastewater March 2026
Castle Water Limited	10009558060	£82.67	Water March 2026
Global Payments GPUK LLP	STMTMarch26	£629.97	Card Processing & Transactions March 2026
Castle Water Limited	10009609930	£650.08	Water March 2026
Sandarac Ltd	SP/TFE/10-0426	£4,552.20	FLOYD EFFECT Apr 26 - Event Fee
Ellis Live Ltd	SI3058	£7,046.29	Taylormania Mar26 - Performance Fee 27/3/26
Anderton Music Co	Order 339512970	£1,198.00	Electro Voice ELX200-12P Speaker
M J Jones	M020426	£185.00	Year End Stock Valuation
Cloudy IT	D11405	£1,401.00	Cyber Essentials - Device Set Up
Cloudy IT	D11401	£184.20	Cyber Essentials - Cemetery Device Set-Up
Cloudy IT	D11400	£3,699.00	Cyber Essentials - Phone Set Up
Croner Limited	C001210648	£408.99	Employee Assistance Programme Apr 2026
Surrey Surfacing Contractors Ltd	8310	£1,860.00	Tarmac from Cemetery to Richard Close
Hogs Back Brewery Ltd	63227	£307.31	Drink Purchases
Howden	555049363	£1,148.00	MOTV Event Insurance
Blackout Ltd	4030	£1,286.40	Black Wool Serge Drapes
Solutions on Stage	3417	£798.00	SERDAY Onsite Service - Maintenance & Repair
Fleet Phoenix	26/008	£150.00	HYA Awards Sponsorship
Jools Warren	21	£250.00	Floyd Effect Apr26 - House Technician
Nigel Jeffries Landscapes Ltd	20686	£312.00	Disposal Costs of benches and table tennis
Nigel Jeffries Landscapes Ltd	20685	£3,960.00	Fleet Town Sign Cleaning
Nigel Jeffries Landscapes Ltd	20684	£696.00	Boundary Bollard Replacement
Nigel Jeffries Landscapes Ltd	20683	£288.00	Install concrete slabs for benches
Nigel Jeffries Landscapes Ltd	20682	£534.00	Road bridge railing repair
Shelfguard Systems	18630	£84.00	Web Services - Apr 2026
Prince Stonemasons Ltd	15042026	£95.00	Boaden Ashes Interment
First Stop Safety	126122	£115.14	Calibration FSS PAT Testers
Going Live Entertainment	10165	£2,525.67	Cheesy Bingo Apr26 - Performance Fee
Castle Water Limited	10009631676	£164.32	Water March 2026
Castle Water Limited	10009630352	£32.49	Water March 2026
Booker Limited	136347	£267.62	2 Ply Blue Papertowels
Paymentsense Ltd	6403201	£113.94	Terminal Rental Mar 2026
Paymentsense Ltd	6403200	£17.88	E-Commerce Fees
Comfort Building Services Limited	Z003191	£762.07	LED Light Repairs / Reroute new IT Cable / Fit Digilock
Comfort Building Services Limited	Z003162	£297.60	Investigate Water Leak
Comfort Building Services Limited	Z003152	£2,256.11	EICR - Class 2&3 Defect Repairs
Comfort Building Services Limited	Z0031317	£891.20	Multi-Trade Maintenance Contract Apr 2025
Broxap	Proforma 104799	£1,844.40	Buckingham Hardwood Seat
NPower Business Solutions	IN15377192	£3,291.16	Electricity March 2026
Molson Coors	908642273	£882.56	Bar Purchases
Molson Coors	908631866	£925.87	Bar Purchases
Hampshire Association of Local Councils	8135	£3,001.00	NALC Levy 2026/27
Institute of Cemetery & Crematorium M.	4677/2026/27	£110.00	ICCM Corporate Membership 2026/27
Virgin Media	446188-027	£218.20	Wifi 16/4 - 15/5/26
NP Tree Management Ltd	4295	£168.00	Trees - Cherry Close - Lift 2 Silver Maples
NP Tree Management Ltd	4293	£420.00	Trees - fallen willows by pavilion and one willow with failing root
Hampshire County Council	3612119184	£260.23	Lamp Post Maintenance and Energy Consumption - 1 Oct 2025 - 31 Mar 2026
Woosh Washrooms	20780	£1,562.40	Sani Bin 15L
British Telecommunications PLC	20041563	£3,240.00	Annual Rental of Ethernet Cable
Mulberry Local Authority Services Limited	1983	£255.00	Internal Audit - Year End 2025/26
Borkertas Events Ltd	103	£2,310.00	Ultra 90s vs 2000s May 26 - Event Fee
HSBC	STMT070426	£60.24	Bank Fees 8/3 - 7/4/26
Shorts Group Ltd	T155274	£1,488.00	Toilet Hire
Handspring Design Ltd	HSD 0358	£1,740.00	Playground Equipment - Repairs to Onion Shelter
Chris Alden	HRL001	£450.00	90s Vs 2000s REWIND: THE DANCE ANTHEMS May 26 - DJ Fee
Chris Alden	HRL001	£450.00	80's REWIND - AFTER THE BELL Sep 26 - DJ Fee
Sarah Moore	EXP300426	£10.26	Mileage Claim April 2026

Molson Coors	908651817	£1,628.53	Ale/Wine/Gin/Tequila/Rum/Cider
Hogs Back Brewery Ltd	63760	£567.52	Little Swine / Tea Firkin / IPA Firkin
Chris Trimby Audio	478	£150.00	Purple Zeppelin Mar 26 - Audio Engineer
Chris Trimby Audio	478	£150.00	Taylormania Mar 26 - Audio Engineer
IBS Office Solutions Ltd	3033538	£453.28	7456 Mono Printing
Fleet Jazz Club	26-Jun	£24.07	FLEET JAZZ Mar 26 - Event Fee
Focus Group	1127012	£56.40	WiFi April 2026
The Columbaria Company	108428	£348.00	Sanctum 2000 Plaque - Elsbeth Dixon
The Columbaria Company	108331	£306.00	Sanctum 2000 Plaque - Robert Masters
Booker Limited	140212	£206.98	Still Water / Sparkling Water / Guinness
Information Commissioner's Office	Z2221823-2026	£73.00	ICO Data Protection Fee
Sian Taylor	exp300426	£27.00	Mileage April 2026
Vimto (Out of Home) Limited	90076334	£324.11	Soft Drinks
Comfort Building Services Limited	54407	£18,698.40	Supply and Install New Kitchen
Total Energies Gas & Power Limited	410820547/26	£76.97	Gas March 2026
Total Energies Gas & Power Limited	410820481/26	£2,931.47	Gas 28/2/26 - 31/3/26
Total Energies Gas & Power Limited	410820437/26	£488.43	Gas March 2026
Ticketsolve Ltd	26040107	£1,000.11	April Sales
CH Cleaning Services	2315	£178.56	Cleaning Contract April 2026
CH Cleaning Services	2314	£160.08	Cleaning Contract April 2026
CH Cleaning Services	2313	£80.70	Cleaning Contract April 2026
CH Cleaning Services	2312	£160.08	Cleaning Contract April 2026
CH Cleaning Services	2311	£533.10	The Point Cleaning April 2026
CH Cleaning Services	2310	£874.50	Cleaning April 2026
CH Cleaning Services	2309	£2,959.14	Cleaning April 2026
Paymentsense Ltd	300426	£232.85	Paymentsense April 2026
NPower Business Solutions	IN15377888	£140.70	Electricity March 2026
NPower Business Solutions	IN15377841	£139.27	Electricity March 2026
NPower Business Solutions	IN15377789	£37.47	Electricity
NPower Business Solutions	IN15377788	£50.11	Electricity March 2026
NPower Business Solutions	IN15377735	£46.12	Electricity March 2026
Nigel Jeffries Landscapes Ltd	20866	£96.00	Replace one missing bollard
Nigel Jeffries Landscapes Ltd	20865	£17,554.90	Grounds Maintenance Contract April 2026
Safeplay Playground Services Ltd	34419	£156,000.00	Supply & Install skate ramps
BOC Limited	3087452540	£310.58	Suremix Gas
NPower Business Solutions	IN15367050	£28.40	Electricity March 2026
		<u>£272,436.21</u>	

Asset Code	Location	Description	Original Cost
BU001	Cemetery	Fleet Cemetery Shelter	1.00
BU002	Cemetery	Fleet Cemetery Toilet block	1.00
BU003	Basingbourne Park	Basingbourne Sports Pavilion	1.00
BU004	Basingbourne Park	Scout Hut, Basingbourne	1.00
BU005	Basingbourne Park	Lion's Community Store GU526TQ	1.00
BU006	Calthorpe Park	Calthorpe Cricket Pavilion Clubhouse	1.00
BU007	Calthorpe Park	Calthorpe Pavilion	1.00
BU008	Calthorpe Park	Calthorpe Hut	1.00
BU009	Calthorpe Park	Calthorpe Football Clubhouse (Fleet Town Football Club)	1.00
BU010	Calthorpe Park	Calthorpe Football Club Dressing Room (Fleet Town Football Club)	1.00
BU011	Calthorpe Park	Calthorpe Scout HQ	1.00
BU012	Oakley Park	Oakley Pavilion	1.00
BU013	Ancells Farm Pavilion	Ancells Farm Pavilion	1.00
BU014	Ancells Farm Community Centre	Ancells Community Centre	1.00
BU015	Fleet Town Council	War Memorial	1.00
BU016	Fleet Town Council	Harlington	1.00
CON00005	Harlington - Clerks Office	Worcester Greenstar 18i System MK 1V Boiler	3,000.00
CON00007	Harlington - External	Dell Latitude 7275 Laptop (Comm C)	500.00
CON00008	Harlington - Reception/Lower Office	Sharp MX4060 photocopier	2,500.00
CON00018	Harlington - Cafe	Sharp Till	995.00
CON00019	Harlington - External	Dell 7275 Laptop	500.00
CON00038	Harlington - Under Stage	1st Stop Safety - Batt PAT Tester PAT Tester	200.00
CON00040	Harlington - IT Store	Dell Precision 3550 Laptop (FA)	650.00
CON00056	Harlington - Kitchen	Halcyon Amika 50XL Dishwasher industrial	1,995.00
CON00057	Harlington - Kitchen	Bosch washing machine	505.00
CON00058	Harlington - Kitchen	Chest Freezer	295.00
CON00060	Harlington - Bar	KING KG350SL Fridge (Hall)	470.00
CON00066	Harlington - Cafe	Bravilor Bonamat Novo Coffee Pot machine	240.00
CON00070	Harlington - Cafe	Lincat Lynx 400 Electric Convection Oven	395.00
CON00074	Harlington - Cafe	Polar Drinks Chiller	395.00
CON00078	Harlington - Cafe	Lincat Warmer with Gantry	295.00
CON00093	Harlington - Box Office / Front Office	HP Laserjet Pro MFP M283fdw Printer	329.00
CON00094	Harlington - Streaming	Blackmagic Design Pocket Cinema Camera 4K	1,194.00
CON00095	Harlington - Streaming	Olympus M.Zuiko MFT Lens	330.00
CON00096	Harlington - Streaming	PTZ Optics SDI 30x Camera Black	2,088.00
CON00097	Harlington - Streaming	PTZ Optics SDI 30x Camera Black	2,088.00
CON00098	Harlington - Streaming	PTZ Optics Gen Joy 3 IP Camera Controller	714.40
CON00099	Harlington - Streaming	ATEM Mini Pro ISO	894.00
CON00100	Harlington - Streaming	Samsung	141.00
CON00101	Harlington - Streaming	Seeward 4K Multiview Monitor	500.00
CON00102	Harlington - Streaming	Samsung 27 Programme Monitor"	230.00
CON00103	Harlington - Streaming	Levono Laptop	400.00
CON00104	Harlington - Streaming	Cisco Systems C350 10 Port Ethernet Managed Switch	210.00
CON00105	Harlington - Streaming	Cisco Systems C350 10 Port Ethernet Managed Switch	210.00
CON00106	Harlington - Streaming	Elgato Stream Deck XL	209.00
CON00108	Harlington - Streaming	Hedbox V-Mount Battery Plate for BMDPCC 4K	126.00
CON00109	Harlington - Streaming	Hedbox V-Mount Battery 98MWh	216.00
CON00110	Harlington - Streaming	Canford 16x HD-SDI 3G BNC Patch Panel	103.90
CON00111	Harlington - Streaming	Canford 32x HD-SDI 3G BNC Patch Panel	191.50
CON00112	Harlington - Streaming	Samsung 2020 Q60T 85 QLED HDR 4K TV"	1,900.00
CON00113	Harlington - Streaming	Samsung 2020 Q60T 85 QLED HDR 4K TV"	1,900.00
CON00114	Harlington - Streaming	Blackmagic Design Mini Converter HDMI to SDI 6G	150.00
CON00115	Harlington - Streaming	Blackmagic Design Streaming Bridge Video Converter	250.00
CON00116	Harlington - Streaming	Blackmagic Design ATEM Mini Pro ISO Camera Switcher	1,100.00
CON00117	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00118	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00119	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00120	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00121	Harlington - Streaming	Marshall CV506 Small Format Broadcast Camera	520.00
CON00122	Harlington - Streaming	Marshall CV506 Small Format Broadcast Camera	520.00
CON00123	Harlington - Streaming	Marshall CV506 Small Format Broadcast Camera	520.00
CON00124	Harlington - Streaming	Marshall CV506 Small Format Broadcast Camera	520.00
CON00125	Harlington - Streaming	Blackmagic Design Microconverter HDMI - 3G SDI	42.00
CON00126	Harlington - Streaming	Blackmagic Design Microconverter 3G SDI - HDMI	42.00
CON00127	Harlington - Streaming	Blackmagic Design Microconverter 3G SDI - HDMI	42.00
CON00128	Harlington - Streaming	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00
CON00129	Harlington - Streaming	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00

CON00130	Harlington - Streaming	Blackmagic Design Design Microconverter 3G SDI - HDMI	42.00
CON00137	Harlington - Streaming	Blackmagic Design Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00138	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00139	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00140	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00141	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00142	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00143	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00152	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00153	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00154	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 3G	65.00
CON00155	Harlington - Streaming	Blackmagic Design Bi-Directional Microconverter HDMI - SDI 6G + Audio	150.00
CON00156	Harlington - Streaming	AOC 24 Monitor H11T72BALACDNE"	120.00
CON00157	Harlington - Streaming	Philips 22 Monitor 224CL2SB/00"	130.00
CON00176	Harlington - Streaming	Samsung T5 External SSD (1TB)	125.00
CON00177	Harlington - Streaming	DJI RS2 Pro Combo Ronin RS2 Gimbal Pro Combo pack	630.00
CON00188	Harlington - Function Room	Bush TV	390.00
CON00194	Harlington - Control Room	Soundcraft Si Ex 2 Digital Sound Desk	2,000.00
CON00196	Harlington - Control Room	NEC PA522U Projector	6,000.00
CON00197	Harlington - Control Room	Camsys 100-045 MagicQ MQ40N Compact Console	2,900.00
CON00200	Harlington - Foyer	Rope posts-metal-gold x4	272.00
CON00206	Harlington - Foyer	Dimplex Door Curtain Heaters x2	500.00
CON00212	Harlington - Foyer	Standalone sanitiser units x3	522.00
CON00237	Harlington - Box Office / Front Office	office chair blue (arms) x4	400.00
CON00240	Harlington - Box Office / Front Office	Safe	4,264.00
CON00247	Harlington - Auditorium	Samsung QE85Q60TAU Large TV	1,990.00
CON00249	Harlington - Auditorium	Samsung QE85Q60TAU Large TV	1,990.00
CON00265	Harlington - Box Office / Front Office	Protective Screen	560.00
CON00273	Harlington - Control Room	Sennheiser E835 Wireless hand held receivers & mics x3	1,000.00
CON00275	Harlington - Control Room	Effects Unit / Graphic EQ	1,000.00
CON00276	Harlington - Control Room	Soundcraft Cat 5 Madi Card x2	200.00
CON00285	Harlington - Control Room	Projector Lens	500.00
CON00287	Harlington - Auditorium	Thomas Long Nose PAR 64 Stage Lighting x8	240.00
CON00294	Harlington - Auditorium	Long Nose Par 64 Stage Lighting (Par) x6	240.00
CON00299	Harlington - Auditorium	Martin Mac 250Stage Lighting x2	500.00
CON00301	Harlington - Auditorium	L'Accoustics (SB18) Speaker x4	8,000.00
CON00304	Harlington - Box Office / Front Office	BOCA ticket printer	600.00
CON00305	Harlington - Auditorium	Atlantic Rectangular Folding Tables x8	440.00
CON00307	Harlington - Cafe	Bar Stools x10	555.00
CON00308	Harlington - Cafe	Tall Bar Table x5	295.00
CON00309	Harlington - Stage	Stage Services Ltd Cinema screen	6,250.00
CON00310	Harlington - Stage	Clay Paky Alphabeam 300 Stage Lighting x4	3,000.00
CON00313	Harlington - Stage	STUDIOCOBFC Led PAR Stage Lighting x4	1,200.00
CON00314	Harlington - Stage	2 X 1M Prolyte Stagedex Stage Deck (Risers) x4	600.00
CON00320	Harlington - Stage	Martin Mac 700 Stage Lighting x4	1,500.00
CON00321	Harlington - Stage	Flood Stage Lighting x4	400.00
CON00323	Harlington - Stage	EV ELX 112P Speaker (Monitors) x8	3,728.00
CON00327	Harlington - Stage	SoundcraftStage Box (Silver)	1,500.00
CON00329	Harlington - Stage	House Tabs Stage curtains (Pair)	4,000.00
CON00332	Harlington - Stage	LEDJ 8m x 4.5m Star cloth & Controller	620.00
CON00333	Harlington - Stage	LEDJ 8m x 4.5m Star cloth & Controller	1,500.00
CON00345	Harlington - Stage	Zero 88 BetaPack 3 Dimmers Stage lighting Dimmer Pack x4	1,900.00
CON00351	Harlington - Stage	L'Accoustic LA4 Amplifier x2	7,900.00
CON00352	Harlington - Stage	Soundcraft Stage Box (Black)	1,470.00
CON00354	Harlington - Stage	IDE Custom 32A Distro	400.00
CON00365	Harlington - Stage	Techpro Talkback coms system inc1 xRackmounted unit with headset and 3 x car	1,000.00
CON00366	Harlington - Stage	Midas DL32 Digital Stagebox Digital Stage Box DL32	860.00
CON00401	Harlington - Kitchen	Falcon 6 ring range cooker	2,613.00
CON00420	Harlington - Streaming	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00
CON00421	Harlington - Streaming	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00
CON00422	Harlington - Streaming	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00
CON00423	Harlington - Streaming	Lynx Technik PVD-1800 3G/HD/SD-Sdi Frame Synchroniser	770.00
CON00425	Harlington - Streaming	Behringer X-Touch Desktop Controller	273.00
CON00438	Harlington - Bar	Sharp Till x2	1,988.00
CON00439	Harlington - Bar	Lotus Till	1,738.00
CON00458	Harlington - Auditorium	Martin Mac 700 Stage Lighting x2	1,500.00
CON00461	Harlington - Auditorium	Starville Stage Lighting (Blinders) x2	600.00
CON00468	Harlington - F1 Hallstore Cupboard	Round Table 5ft Wood x12	400.00

CON00473	Harlington - F1 Hallstore Cupboard	Stage decking x6	1,263.00
CON00480	Harlington - F2 Hallstore Cupboard	Evac chair	757.00
CON00488	Harlington - Technical Store	Behringer DI x10	300.00
CON00492	Harlington - Technical Store	Audio Technica Boundary Microphones x2	240.00
CON00493	Harlington - Technical Store	Sennheiser EW112 G3 / GB-Band Lapel Mic and Reciever	384.99
CON00494	Harlington - Technical Store	Shure SM58 Microphone x7	623.00
CON00495	Harlington - Technical Store	Shure SM58s Microphone	100.00
CON00496	Harlington - Technical Store	Shure SM57 Microphone x6	90.00
CON00497	Harlington - Technical Store	TGU 30DS MICROPHONE	100.00
CON00498	Harlington - Technical Store	AKG D112 Microphone	100.00
CON00499	Harlington - Technical Store	Shure BETA 52 Microphone	140.00
CON00500	Harlington - Technical Store	AKG D40 Microphone x4	240.00
CON00501	Harlington - Technical Store	AKG C430 Microphone x4	440.00
CON00502	Harlington - Technical Store	SENHEZER E906 Microphone x2	240.00
CON00507	Harlington - Technical Store	Midas DL32 Digital Console	2,360.00
CON00509	Harlington - Control Room	Highend Systems Hedgehog 4 Lighting Desk	3,400.00
CON00598	Harlington - Under Stage	UV cannons Stage Lighting x2	300.00
CON00601	Harlington - Under Stage	Zero 88 Jester 48 Lighting Desk	1,991.00
CON00602	Harlington - Under Stage	Allen & Heath Sound Desk	1,100.00
CON00603	Harlington - Under Stage	IMG Stageline PAK 215 Speaker x4	6,000.00
CON00604	Harlington - Under Stage	Peavey Hissy ZRX Speaker x2	300.00
CON00611	Harlington - Under Stage	Klark Technik Square One 31 Band Graphic EQ KT Square One Graphic EQ	800.00
CON00612	Harlington - Under Stage	Klark Technik Square One Dynamics ProcessorKT Square One 8 Pack Dynamics P	800.00
CON00616	Harlington - Under Stage	RCF AM7120/N PA Amplifier AV RCF AM7120/N PA Amplifier AV	400.00
CON00617	Harlington - Under Stage	Phonic Max 500 PA A/V Amplifier	300.00
CON00623	Harlington - Harlington Cage	Display Boards on poles x10	1,600.00
CON00633	Harlington - FTC Cage	high vis jackets x200	400.00
CON00654	Harlington - FTC Cage	blue display boards x5	900.00
CON00655	Harlington - FTC Cage	FTC floor mats	349.00
CON00673	Harlington - Clerks Office	Air Conditioner Unit	1,918.00
CON00683	Harlington - Reception/Lower Office	Air Conditioner Unit	1,927.00
CON00687	Harlington - Reception/Lower Office	FTC floor mats	357.00
CON00696	Harlington - Auditorium	L'Accoustics Wifo Bump Speaker Rigging x2	800.00
CON00712	Harlington - Cafe	Grosvenor fabrications limited Chairs-black-silver-legs x28	776.00
CON00714	Harlington - FTC Upper Office	glass storage case for server	780.00
CON00715	Harlington - Auditorium	Mirror Ball & Motor	250.00
CON00742	Harlington - Auditorium	ETC Source 4 Jnr 50 ? Stage Lighting (S4) x9	1,800.00
CON00753	Harlington - Auditorium	L'Accoustics (Arcs Wide) Speaker x4	8,000.00
CON00754	Harlington - Auditorium	Optima Projector	2,000.00
CON00772	Harlington - Kitchen	Dane Belecha Hot cupboard with heated gantry	1,781.00
CON00810	Harlington	Dance Studio: Floor, Mirror and Ballet barres	10,000.00
CON00816	Harlington - External	Dell Latitude 3510 Laptop (HM)	650.00
CON00820	Harlington - External	Speed Watch Equipment	2,000.00
CON00824	Harlington - External	Acorn LTL wildlife camera/box, anntena set	290.00
CON00825	Harlington - External	Spypoint Link-S Camera SP-LINK-S wildlife camera/box/antenna set	754.00
CON00826	Ancells Farm Community Centre	Blue Padded Chairs x82	1,500.00
CON00827	Ancells Farm Community Centre	Tressle Tables fold downx 14	1.00
CON00828	Ancells Farm Community Centre	Curtain poles	1.00
CON00829	Ancells Farm Community Centre	Plastic red chairs	1.00
CON00830	Ancells Farm Community Centre	Childrens brown chairs x12	1.00
CON00831	Ancells Farm Community Centre	Coat rail on Wheels	1.00
CON00832	Ancells Farm Community Centre	Wooden leaflet rack	1.00
CON00833	Ancells Farm Community Centre	Notice boards x3	1.00
CON00834	Ancells Farm Community Centre	clock	1.00
CON00835	Ancells Farm Community Centre	Paper hand towel dispenser	1.00
CON00836	Ancells Farm Community Centre	Toilet roll holders x5	1.00
CON00837	Ancells Farm Community Centre	Soap dispensers x4	1.00
CON00838	Ancells Farm Community Centre	Hand driers x4	1.00
CON00839	Ancells Farm Community Centre	Small bins x5	1.00
CON00840	Ancells Farm Community Centre	sinks x8	1.00
CON00841	Ancells Farm Community Centre	toilets x6	1.00
CON00842	Ancells Farm Community Centre	urinals x2	1.00
CON00843	Ancells Farm Community Centre	Table trolley	1.00
CON00844	Ancells Farm Community Centre	Chair trolley	1.00
CON00845	Ancells Farm Community Centre	tea urn	1.00
CON00846	Ancells Farm Community Centre	kettle	1.00
CON00847	Ancells Farm Community Centre	gas boiler	1.00
CON00849	Ancells Farm Community Centre	Cups and saucers	1.00

CON00850	Ancells Farm Community Centre	mugs	1.00
CON00851	Ancells Farm Community Centre	Odd saucers	1.00
CON00852	Ancells Farm Community Centre	tea plates	1.00
CON00853	Ancells Farm Community Centre	Tea pots x4	1.00
CON00854	Ancells Farm Community Centre	chopping board	1.00
CON00858	Ancells Farm Community Centre	brooms	1.00
CON00863	Ancells Farm Community Centre	Chubb Fire blanket	1.00
CON00864	Ancells Farm Community Centre	Step ladder	1.00
CON00865	Ancells Farm Community Centre	Office table	1.00
CON00866	Ancells Farm Community Centre	Scissor Broom	1.00
CON00867	Ancells Farm Community Centre	Metal cabinet	1.00
CON00868	Ancells Farm Community Centre	Kitchen cabinets x5	1.00
CON00869	Ancells Farm Community Centre	CCTV cameras x2	258.00
CON00877	Harlington - Control Room	Kam CD Player (2 items)	350.00
CON00881	Harlington - Reception/Lower Office	IN FOCUS IN122 Projector	235.00
CON00892	Harlington	6ft Grey table x3	300.00
CON00901	Harlington - FTC Upper Office	Netgear GS752TP 48 Port Managed Switch	435.00
CON00904	Harlington - Harlington Manager Office	Dell 27in Monitor (TM)	285.00
CON00913	Harlington - Meeting Room	Black chairs x8	640.00
CON00914	Harlington - Reception/Lower Office	Fellowes Shredder	250.00
CON00915	Harlington - Reception/Lower Office	Dell Latitude 3520 Laptop	720.00
CON00920	Harlington - External	Portable battery powered automatic speed watch camera	4,095.00
CON00921	Harlington - Auditorium	ATM SDI Extreme ISO live production swticher	896.67
CON00922	Harlington - Auditorium	12 way internally wired lighting bar	600.00
CON00923	Harlington - Auditorium	4 way internally wired lighting bar #1	300.00
CON00924	Harlington - Auditorium	4 way internally wired lighting bar #2	300.00
CON00925	Harlington - Auditorium	L Acoustic SB 18 Loudspeaker x 4	400.00
CON00926	Harlington - Auditorium	L Acoustic Arc Wide Loudspeaker x 4	400.00
CON00938	Harlington - Control Room	Black Magic Atem SDI extreme iso Camera controller	1,300.00
CON00943	Harlington - Control Room	Sennheiser Headset microphone	100.00
CON00944	Harlington - Control Room	Shure PGA 48 Wired microphone	100.00
CON00953	Harlington - Control Room	Apple Mac Mini Desktop computer	600.00
CON00961	Harlington - Control Room	Samsung T5 SSD storage device #1	355.00
CON00962	Harlington - Control Room	Samsung T5 SSD storage device #2	355.00
CON00965	Harlington - Control Room	Strand 2000W Followspot Generic Lighting Fixture	240.00
CON00970	Harlington - Stage	Panasonic PT-VM261 Projector	2,600.00
CON00971	Harlington - Stage	Swann Digital video recorder	259.00
CON00972	Harlington - Stage	Celexon 170 Front projection screen"	798.00
CON00979	Harlington - Stage	32A 3 phase distribution unit #1	550.00
CON00980	Harlington - Stage	32A 3 phase distribution unit #2	550.00
CON00989	Harlington - Stage	Yamaha Upright piano and stool	800.00
CON00996	Harlington - Stage	Doughty T61100 12.5kg stage weight x 8	512.00
CON01030	Harlington - Stage	Chauvet Hurricane hazer 4D Hazer	332.00
CON01038	Harlington - Stage	EV EKX 18SP Loudspeaker #1	1,149.00
CON01039	Harlington - Stage	EV EKX 18SP Loudspeaker #2	1,149.00
CON01040	Harlington - Stage	L Acoustic LA4 Amplifier #1	1,700.00
CON01041	Harlington - Stage	L Acoustic LA4 Amplifier #2	1,700.00
CON01043	Harlington - Stage	Shure Beta 91A Wired microphone	226.00
CON01045	Harlington - Stage	Beyerdynamic M160 Wired microphone	550.00
CON01046	Harlington - Stage	Stonewood Audio Comms master station	235.00
CON01065	Harlington - Stage	ETC Source 4 Jr Generic Lighting Fixture x 8	300.00
CON01086	Harlington - Technical Store	Benq MX631ST Projector	510.00
CON01097	Harlington - Technical Store	Samsung 2333HD Monitor	400.00
CON01114	Harlington - Technical Store	20m 2 way 13A extension reel(outdoor)	44.00
CON01153	Harlington - Technical Store	WinchMax 1360KG motorised winch	100.00
CON01158	Harlington - Technical Store	Doughty boom arm x 5	225.00
CON01174	Harlington - Technical Store	Look Solutions Unique 2.1 Hazer	850.00
CON01175	Harlington - Technical Store	Zero 88 Alpha Pack Dimmer Pack	280.00
CON01184	Harlington - Technical Store	Parcan Par 64 Barn Doors x 14	280.00
CON01192	Harlington - Technical Store	Yamaha MS 101 Loudspeaker	120.00
CON01193	Harlington - Technical Store	Chevin Research A1000 Amplifier	210.00
CON01196	Harlington - Technical Store	Beringer Super Pro x Crossover Audio processing unit	100.00
CON01199	Harlington - Technical Store	Canford Techpro Comms belt pack	200.00
CON01200	Harlington - Technical Store	Stonewood Audio Comms belt pack	100.00
CON01284	Harlington - Technical Store	LEDJ Star Cloth LED Lighting Fixture #1	300.00
CON01285	Harlington - Technical Store	LEDJ Star Cloth LED Lighting Fixture #2	300.00
CON01296	Harlington - Technical Store	Parcan par64 Gel Holder x 16	240.00
CON01297	Ancells Farm Pavilion	Elliptical Trainer	2,481.45

CON01298	Ancells Farm Pavilion	Combination SCP/PDC	3,387.45
CON01299	Ancells Farm Pavilion	Self Weighted Rower	2,542.45
CON01300	Ancells Farm Pavilion	Air Skier	2,233.45
CON01301	Ancells Farm Pavilion	Arm and pedal bike	2,335.45
CON01302	Harlington - IT Store	Laptops and Docking Staaitins	11,912.00
CON01303	Harlington - Technical Store	Midas M32R Live Digital Mixer	1,545.83
CON01304	Harlington - Technical Store	2 Electrovoice ELX200-12P-EU12 2 Way Powered Speakers	1,054.17
CON01305	Harlington - Technical Store	2 Electrovoice ELX200-12P-EU12 2 Way Powered Speakers	1,031.67
CON01306	Harlington - Reception/Lower Office	Café Barriers	2,028.76
CON01307	Harlington - Auditorium	ProLights STUDIOCOBFC Full Colour Projector Lights x8	2,384.00
CON01308	Harlington - Auditorium	Martin Mac 250 Automated Lighting Fixture x 2	500.00
CON01309	Harlington - Control Room	Sennheiser Lapel microphone x 3	300.00
CON01310	Harlington - Show Relay	Samsung S24R650FDU 24 "Samsung Monitor x 3	408.00
CON01311	Harlington - Show Relay	Samsung S24R650FDU 32 LG "Show Relay TV x 2	440.00
CON01312	Harlington - Sound	Penn-Elcom PDU16-32A Stage Distribution Unit (Powercon) x 2	500.00
CON01313	Harlington - Stage	5m x 1.5m soft masking legs x 4	400.00
CON01314	Harlington - Stage	Doughty Six track 10m length curtain track X 3	2,280.00
CON01315	Harlington - Stage	Hall stage T60 10m length curtain track X 6	4,698.00
CON01316	Harlington - Stage	Lifting Gear UK HSZ-A619 500KG chain hoist x6	654.00
CON01317	Harlington - Stage	Metalworx TT Series tri truss 4m length of triangular truss x6	1,614.00
CON01318	Harlington - Stage	Theatre curtain track X 9	5,400.00
CON01319	Harlington - Stage	Zero 88 Beta Pack 3 Dimmer Pack X 4	2,872.00
CON01320	Harlington - Stage	Robe Colour Wash 575 Automated Lighting Fixture x 12	2,340.00
CON01321	Harlington - Technical Store	5m 7 way BNC loom x2	288.00
CON01322	Harlington - Technical Store	Cable Accessories x 181	3,601.00
CON01323	Harlington - Technical Store	Tehcnical Flight Case x 17	3,678.00
CON01324	Harlington - Technical Store	Mic/Speaker/Guitar Stands x 73	2,200.00
CON01325	Harlington - Technical Store	Rigging Equipment x 81	1,657.00
CON01326	Harlington - Technical Store	Beringer Ultra Match Pro SRC 2496 Audio processing unit x4	440.00
CON01327	Harlington - Under Stage	KW Mobile SDI to HDMI converter x4	280.00
CON01328	Harlington - Auditorium	Panasonic Projector	1,500.00
CON01329	Harlington - Stage	ZARGES A FRAME LADDER	550.00
CON01330	Harlington - Control Room	MIDAS M32R SOUND CONSOLE	1,850.00
CON01331	Harlington - Stage	EV EIX200-12P SPEAKERS X4	2,400.00
CON01332	Harlington - Stage	BERRINGER XTOUCH CONTROL SURFACE	300.00
CON01333	Harlington - Control Room	DELL LETITUDE 3340 LAPTOP	600.00
CON01334	Harlington - Bar	ICE MACHINE	1,000.00
CON01335	Harlington - Bar	AIR RACK DRYER	520.00
CON01336	Harlington	NEW LOGO BARRIERS	2,000.00
CON01337	Harlington (Staff Kitchen)	FRIDGE	480.00
CON01338	Ancells Farm Community Centre	REMOTE DOOR LOCK	650.00
CON01339	HARLINGTON - LOWER	Air Con Unit	450.00
CON01340	Harlington	Radios	2,850.00
CON01341	Harlington	Document scanner - cemetery	250.00
CON01342	Harlington	Office chairs	2,400.00
LA001	Oakley Park	Oakley Park	1.00
LA002	Ancells Farm Pavilion	Ancells Farm Park	1.00
LA003	The Views	The Views	1.00
LA004	Basingbourne Park	Basingbourne Recreation Site	1.00
LA005	Calthorpe Park	Calthorpe Park	1.00
LA006	Cemetery	Cemetery Land	1.00
LA007	Cemetery	Cemetery Rd, Highway	1.00
LA008	Ancells Farm Pavilion	Ancells Farm Amenity Area	1.00
LA009	Ancells Farm Pavilion	Ancells Farm Drive/Saddleback Amenity	1.00
LA010	Ancells Farm Pavilion	Ancells Chestnut Close public open space	1.00
LA011	Ancells Farm Pavilion	Ancells Cove Road/Farm Drive/Ancells Rd	1.00
LA012	Ancells Farm Pavilion	Ancells Faulkners Close footpath	1.00
LA013	Leawood Road	Leawood Road amenity space	1.00
LA014	New Barn Close	New Barn Close amenity space	1.00
LA015	Coxheath Road	Land off Coxheath Rd/Basingstoke canal	1.00
LA016	Duke Mead	Dukes Mead Open Space	1.00
LA017	Holland Gardens	Holland Gardens open space	1.00
LA018	Longmead	Longmead Open Space	1.00
LA019	Durnsford Avenue	Durnsford Avenue public open space	1.00
LA020	Branksomewood Road	Branksomewood Rd, Victoria Rd Footpath	1.00
LA021	Edenbrook Park	Edenbrook Play Area 1	1.00
LA022	Edenbrook Park	Edenbrook Play Area 2	1.00
PA001	Oakley Park	Oakley Park 270m2	1.00

PA002	Basingbourne Park	Basingbourne Park 1350m2	1.00
PA003	Calthorpe Park	Calthorpe Park	1.00
PA004	Ancells Farm Pavilion	Ancells Farm Park	1.00
PA005	The Views	The View Path	1.00
PA006	Cemetery	The Cemetery	1.00
PA007	The Views	Sensory Garden resin bond path	20,780.00
PE001	The Views	1 bay 2 Cradle Seat Swing	1.00
PE002	The Views	Wickstead Caterpillar and Slide	1.00
PE003	The Views	2 Bay, 4 Cradle Seat Swing	1.00
PE004	The Views	3,4m Embankment Slide	1.00
PE005	The Views	4,4m Embankment Slide	1.00
PE006	The Views	Fun Buggy - Tractor	1.00
PE007	The Views	Safety Surface	1.00
PE008	The Views	Fencing	1.00
PE009	The Views	Gates	1.00
PE010	The Views	Chain Link Fencing	2,995.00
PE011	The Views	2 Bay, 4 Flat Seat Swing	1.00
PE012	The Views	Tarmac Skate Surface	1.00
PE013	The Views	1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	1.00
PE014	The Views	1 Spine (1,0m x 2,5m x 6.0m)	1.00
PE015	The Views	1 Volcano (.9m x 2.5m x 6,0m)	1.00
PE016	The Views	1 Driveway Planter (0,6m x 2,5m x 6m)	1.00
PE017	The Views	1 Combo End Unit & seating area	1.00
PE018	The Views	Surround Fencing	1.00
PE019	Basingbourne Park	Fencing	1.00
PE020	Basingbourne Park	4 Gates	1.00
PE021	Basingbourne Park	Paths and Tarmac Area	1.00
PE022	Basingbourne Park	Menagerie Tower	1.00
PE023	Basingbourne Park	10 log Walk	1.00
PE024	Basingbourne Park	4 Balance Beams	1.00
PE025	Basingbourne Park	Somersault Bar and Signal	1.00
PE026	Basingbourne Park	Multi User Play	12,000.00
PE027	Basingbourne Park	2 Cradle Seat Swing	1.00
PE028	Basingbourne Park	2 Flat Seat Swing	1.00
PE029	Basingbourne Park	Embankment Slide	1.00
PE030	Basingbourne Park	Station, Train and Coach	1.00
PE031	Basingbourne Park	3 Springers	1.00
PE032	Branksomewood Road	Railway Station	1.00
PE033	Basingbourne Park	3 Metal Benches	1.00
PE034	Basingbourne Park	Bear Bins x 2	196.80
PE035	Branksomewood Road	Menagerie Unit	1.00
PE036	Basingbourne Park	3 Panel Multi Active wall	4,903.02
PE037	Basingbourne Park	Vinci Swings - 2 Bays, 1 Basket Swing	4,903.02
PE038	Basingbourne Park	Vinci Fixed Net Climber - 3.0m High	4,903.02
PE039	Basingbourne Park	Vinci Overhead Twister - 1.8m High	4,903.02
PE040	Basingbourne Park	Quali Cite Horizontal See Saw	4,903.02
PE041	Basingbourne Park	Vinci Timber Multiplay Unit - 4 platforms	4,903.02
PE042	Basingbourne Park	Vinci Ski Simulator	4,903.02
PE043	Basingbourne Park	Youth Shelter	4,903.02
PE044	Basingbourne Park	Steel Bench (over 8's play area) - 108m long	4,903.02
PE045	Basingbourne Park	Rubber Mulch Surfacing	4,903.02
PE046	Basingbourne Park	Rubber Mulch Surfacing (additional)	3,660.00
PE047	Basingbourne Park	1 Springer	400.00
PE048	Basingbourne Park	Defibulator (Pavilion)	3,812.00
PE049	Oakley Park	Fencing	1.00
PE050	Oakley Park	Gates	1.00
PE051	Oakley Park	Safer Surfacing	1.00
PE052	Oakley Park	Paths and Tarmac Area	1.00
PE053	Oakley Park	SMP Horizon Loughborough Climber	1.00
PE054	Oakley Park	SMP New World Paris Tower	1.00
PE055	Oakley Park	SMP Junior Slide	1.00
PE056	Oakley Park	SMP 2 Flat Seat Swings	1.00
PE057	Oakley Park	SMP 2 Cradle Seat Swings	1.00
PE058	Oakley Park	Record Spinner	1.00
PE059	Oakley Park	SMP Polynesia Dolphin Sea Saw	1.00
PE060	Oakley Park	SMP Polynesia Ark Spinger	1.00
PE061	Oakley Park	SMP Trim Trail (wobble board/balance beam/stepping stones)	1.00
PE062	Oakley Park	SMP Youth Shelter	1.00

PE063	Oakley Park	Cantilever Tyre Swing	3,840.00
PE064	Oakley Park	Group Swing	1.00
PE065	Oakley Park	Kicking Board	1.00
PE066	Oakley Park	Basketball Area	1.00
PE067	Oakley Park	Defibrillator	3,812.00
PE068	Oakley Park	Flymobile	3,337.00
PE069	Oakley Park	Boot Scrapper	135.00
PE070	Oakley Park	Bear Bin	197.00
PE071	Ancells Farm Pavilion	Onion Youth Shelter	3,090.00
PE072	Ancells Farm Pavilion	Basket Ball Hoop	535.65
PE073	Ancells Farm Pavilion	Cableway	12,600.00
PE074	Ancells Farm Pavilion	Pick up Sticks	4,832.00
PE075	Ancells Farm Pavilion	Birds Nest Swing	6,936.00
PE076	Ancells Farm Pavilion	Rota Web Climber	6,216.00
PE077	Ancells Farm Pavilion	Gwyder Unit with slide	13,360.00
PE078	Ancells Farm Pavilion	Dizzy	3,360.00
PE079	Ancells Farm Pavilion	Safety Surfaces	14,856.00
PE080	Ancells Farm Pavilion	Trim Trail and Young Explorer Play	6,400.00
PE081	Ancells Farm Pavilion	Swing	909.50
PE082	Ancells Farm Pavilion	Simple Simon Slide	1,500.00
PE083	Ancells Farm Pavilion	Donkey Springie	600.00
PE084	Ancells Farm Pavilion	Fencing	3,400.00
PE085	Ancells Farm Pavilion	Rock n Bowl	2,000.00
PE086	Ancells Farm Pavilion	Tripple toddler swing	3,800.00
PE087	Ancells Farm Pavilion	Bear Bin	197.00
PE088	Ancells Farm Pavilion	Boot Scrapper	134.99
PE089	Ancells Farm Pavilion	Table Tennis table	1.00
PE090	Calthorpe Park	Snake	1,382.00
PE091	Calthorpe Park	Swan Seat	1,382.00
PE092	Calthorpe Park	Swan Seat	1,382.00
PE093	Calthorpe Park	Swan Planter	4,152.00
PE094	Calthorpe Park	Grasshopper	1,382.00
PE095	Calthorpe Park	Dragonfly	1,382.00
PE096	Calthorpe Park	Defibrillator and cabinet (Cricket Club)	3,812.00
PE097	Calthorpe Park	Wooden benches x 7	2,450.00
PE098	Calthorpe Park	Bike hoops x 6	234.96
PE099	Calthorpe Park	Vinci Timber SEN Multiplay Unit	9,000.00
PE100	Calthorpe Park	Vinci Elephant Slide	9,000.00
PE101	Calthorpe Park	Vinci Basket Swing	9,000.00
PE102	Calthorpe Park	Magnifying Post x 2	9,000.00
PE103	Calthorpe Park	Vinci Timber Swing - 2.3 High, 2 Flat, 2 Cradle Seats	9,000.00
PE104	Calthorpe Park	Count the Shapes Play Panel - 1200mm x 800mm	9,000.00
PE105	Calthorpe Park	Noughts and Crosses Play Panel - 1200mm x 800mm	9,000.00
PE106	Calthorpe Park	Solar Explorer Play Panel - 1200mm x 800mm	9,000.00
PE107	Calthorpe Park	Vinci Timber Swing - 2.3 High, 2 Flat Seats	9,000.00
PE108	Calthorpe Park	In Ground Trampoline with 1.00m x 1.00m Jumping area - Unit size 1.5m x 1.5m	9,000.00
PE109	Calthorpe Park	Ground anchors for bolt down of Caloo table tennis tables into grass site	9,000.00
PE110	Calthorpe Park	Quali Cite Chair Duo Springer 1 to 6 years	9,000.00
PE111	Calthorpe Park	Autumn Leaves Play Panel - 770mm x 690mm	9,000.00
PE112	Calthorpe Park	The Labyrinth Play Panel- 720mm x 690mm	9,000.00
PE113	Calthorpe Park	Square Litter Bin x 8	9,000.00
PE114	Calthorpe Park	Picnic Steel Table - Inclusive x 4	9,000.00
PE115	Calthorpe Park	Traditional Steel Bench - 1.8m long x 4	9,000.00
PE116	Calthorpe Park	3 Panel Single Sided Multi Active Wall - 8.2	9,000.00
PE117	Calthorpe Park	3 Panel Single Sided Multi Active Wall - 8.2m wide x 2m high	9,000.00
PE118	Calthorpe Park	Youth Shelter - Rest - 4.0m x 2.5m x 2.5m High	9,000.00
PE119	Calthorpe Park	You&Me Inclusive Swing Seat - 2.4m high frames	9,000.00
PE120	Calthorpe Park	Mini Bike / scooter track	9,000.00
PE121	Calthorpe Park	Mega Fort	9,000.00
PE122	Calthorpe Park	ManDDAa Accessible Whirl - 2.0m Diameter	9,000.00
PE123	Calthorpe Park	Embankment Tube Slide	9,000.00
PE124	Edenbrook Park	Toddler Play Area	1.00
PE125	Edenbrook Park	Large Rope Play	1.00
PE126	Edenbrook Park	Slide and Rope Frame	1.00
PE127	Edenbrook Park	Dome Swing	1.00
PE128	Edenbrook Park	Small Slide Frame	1.00
PE129	Edenbrook Park	Circular Spring Board	1.00
PE130	Edenbrook Park	Bear Bin	197.00

PE131	Edenbrook Park	Bear Bin	197.00
PE132	Edenbrook Park	Junior Play Area	1.00
PE133	Edenbrook Park	Slide and Rope Frame	1.00
PE134	Edenbrook Park	Dome Swing	1.00
PE135	Edenbrook Park	Wooden Balance Bridge	1.00
PE136	Edenbrook Park	Ground Dish	1.00
PE137	Oakley Park	Trim Trail - Chin Up	1,120.00
PE138	Oakley Park	Trim Trail - Parallel Bars	760.00
PE139	Oakley Park	Trim Trail - Horizontal Ladder	1,440.00
PE140	Oakley Park	Surfacing	5,292.00
SB001	The Views	14 seats	1.00
SB002	The Views	5 New Bins	1,031.00
SB003	The Views	Park Signs 2 large and 5 small signs	1,021.00
SB004	The Views	2 Disclaimer Signs	1.00
SB005	The Views	2 Litter Bins	1.00
SB006	The Views	4 New Bins	672.00
SB007	Basingbourne Park	Nature Sign	1.00
SB008	Basingbourne Park	4 Park Seats	1.00
SB009	Basingbourne Park	4 Bins	1.00
SB010	Basingbourne Park	8 New Bins	1,400.00
SB011	Basingbourne Park	2 x Goalposts padlocked to outside of pavilion	1.00
SB012	Basingbourne Park	Park Signs - 5 prk signs and 3 small signs	1,783.00
SB013	Oakley Park	7 benches and picnic table x1	1.00
SB014	Oakley Park	10 bins	1.00
SB015	Oakley Park	Goalposts and nets Locked to the ground	1.00
SB016	Oakley Park	4 Bins	978.00
SB017	Oakley Park	Park Signs - 4 large signs and 4 small signs	1,556.00
SB018	Oakley Park	9v9 Goal Posts	816.00
SB019	Oakley Park	Picnic table x3	2,900.00
SB020	Ancells Farm Pavilion	Picnic table x3	888.00
SB021	Ancells Farm Pavilion	2 Wooden Bridges	2,389.41
SB022	Ancells Farm Pavilion	Tree Seat	1,000.00
SB023	Ancells Farm Pavilion	1 bench Seat	1.00
SB024	Ancells Farm Pavilion	2 Park Seats	1.00
SB025	Ancells Farm Pavilion	3 Seats concrete	2,800.00
SB026	Ancells Farm Pavilion	Goal Posts left permanently up	1,500.00
SB027	Ancells Farm Pavilion	Goal Posts	680.00
SB028	Ancells Farm Pavilion	7 Bins	1,392.00
SB029	Ancells Farm Pavilion	Park Signs - 3 large and 3 small	1,167.00
SB030	Ancells Farm Pavilion	7 x wooden benches	1.00
SB031	Ancells Farm Pavilion	5 Bins	1.00
SB032	Ancells Farm Pavilion	12 Bins	2,337.00
SB033	Ancells Farm Pavilion	6 rubbing posts	648.00
SB034	Ancells Farm Pavilion	3 Wildlife Boards	648.00
SB035	Ancells Farm Pavilion	Park Signs 6 large signs	1,848.00
SB036	Edenbrook Park	Park Signs 6 large signs	1.00
SB037	Edenbrook Park	Litter bins	1.00
SB038	Edenbrook Park	Seating	1.00
SB039	Edenbrook Park	Signage x2	1.00
SB040	Edenbrook Park	Litter bins	1.00
SB041	Cemetery	10 Benches	1.00
SB042	Cemetery	Notice Boards	599.00
SB043	Cemetery	Memorial kerb stones	2,040.00
SB044	Cemetery	Sanctums	24,840.00
SB045	Cemetery	Bench	9,000.00
SB046	Town Centre	Lakeside Benches x2	2,326.00
SB047	Town Centre	Baltimore Cast Iron Bench x 23	27,600.00
SB049	The Views	Bin	357.00
SB052	The Views	Picnic benches x 8	1.00
SB053	The Views	3 x benches	1.00
SB054	Calthorpe Park	Picnic benches x 4	1.00
			833,121.65

31.3.25	849,421.66
31.3.26	833,121.65

Last Year	849,421.66
Less dispose-	71,033.97

Plus addition	54,734.00
2026 Total	833,121.69



Fleet Town Council Current Year
Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	Operating Income	
165,855	Central Administration	156,480
903,236	Precept	980,370
46,258	Events, Town Centre and Climat	9,715
0	Music on the Views	20,881
439,622	Harlington Development	455,622
541,778	Harlington - Events	518,761
8,873	Building	15,146
32,947	Ancells Community Centre	33,603
3,045	Ancells Farm Park and Pavilion	5,164
832	Open Spaces	0
25,224	Calthorpe Park	30,249
4,256	Oakley Park	6,557
8,470	Basingbourne Park	6,009
1,491	The Views	215,000
88,260	Cemetery	107,487
6,600	Lengthsman Scheme	3,300
2,276,746	Total Income	2,564,343
	Running Costs	
253,748	Central Administration	269,657
2,350	Civic and Democratic	8,911
62,428	Grants	63,508
12,055	Projects	5,872
75,865	Events, Town Centre and Climat	56,378
0	Music on the Views	23,947
53,347	Harlington Development	583,354
519,885	Harlington - Events	533,044
267,204	Building	254,204
63,689	Ancells Community Centre	70,361
45,707	Ancells Farm Park and Pavilion	52,479
38,580	Open Spaces	34,108
76,172	Calthorpe Park	61,463
35,434	Oakley Park	56,418
57,431	Basingbourne Park	61,143
15,920	The Views	20,244
4,091	Edenbrook	5,863
31,494	Cemetery	66,131
3,300	Lengthsman Scheme	3,300
1,618,699	Total Expenditure	2,230,385
	General Fund Analysis	
441,727	Opening Balance	570,729
2,276,746	Plus : Income for Year	2,564,343
2,718,473		3,135,072
1,618,699	Less : Expenditure for Year	2,230,385
1,099,774		904,687
529,045	Transfers TO / FROM Reserves	372,265
570,729	Closing Balance	532,422



FLEET TOWN COUNCIL

SUMMARY OF FINANCIAL STATEMENTS

For the year ending 31st March 2026

Background to the Council's Financial Statements

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

This document provides a summary of the Council's unaudited accounts at the year ending 31st March 2026, for general information only as a supplementary document to the Annual Governance and Accountability Return (AGAR) 2025/26.

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

The Council's external auditor is BDO UK LLP.

Prepared by: Rita Tong, Executive Officer
Date: 26th May 2026

Balance Sheet and Reserves as at 31st March 2026

	Notes	31 st March 2026 £	31 st March 2025 £
Current Assets			
Debtors Control	1	65,285	24,114
VAT Control		41,611	13,049
Prepayments		43,530	0
Stock		8,019	7,839
Bank Current Account		0	89,856
Petty Cash & Floats		2,120	2120
CCLA Public Sector Deposit Fund	2	3,094,665	3,024,735
HSBC Savings Account	2	1,125,944	810,391
Nationwide saver	2	419,562	408,576
Total Assets		£4,800,736	£4,381,617
Current Liabilities			
Bank Current Account		134,226	0
Creditors Control	3	40,804	110,736
Damage Deposits		900	0
Receipts in Advance	4	0	8,821
PAYE/NI Due		11,699	9,892
Accruals		63,499	27,535
Harlington Events Control		56,425	64,472
Total Liabilities		£307,553	£222,391
Total Assets Less Current Liabilities		£4,493,184	£4,159,226
Represented by Reserves			
General Fund		531,786	570,729
EMR – Pension Obligation		51,900	50,000
EMR – Cemetery Memorial Testing 2024		5,200	6,075
EMR – CP Tennis Sinking 2026		72,563	65,563
EMR – S106 Sensory Garden 2021		10,981	10,981
EMR – Assets		140	140
EMR – Cemetery Works (Badgers)		7,000	7,000
EMR – Play Equipment		130,517	92,517
EMR – Elections 2026		16,250	11,250
EMR – Edenbrook Commuted Sum		116,160	,116,160
Harlington Development Fund		3,292,505	3,207,505
EMR – Music on the Views		3,966	7,032
EMR – Christmas Day Lunch		6,410	5,139
EMR – Ancells Bus		2,178	2,178
EMR – Christmas Festival		10,865	6,956
EMR – The Views Skatepark		161,000	0
EMR – The Views Playground		50,000	0
EMR – Councillor Devices		16,000	0
EMR – Staff Devices		3,000	0
EMR – Ancells Capital		4,762	0
Total Reserves		£4,493,184	£4,159,226

Summary of Income and Expenditure for the Year Ending 31st March 2026

	Notes	31 st March 2026 £	31 st March 2025 £
Income			
Central Administration		156,480	165,855
Precept – Operational		980,370	903,236
Precept – Harlington Development		455,622	439,622
Civic Events / Town Centre		9,715	46,258
Harlington Events		518,761	541,778
Building		15,146	8,873
Ancells Community Centre		33,603	32,947
General Open Spaces		9,517	832
Parks & Pavilions	5	257,815	42,486
Cemetery	6	107,487	88,260
Lengthsman Scheme		3,300	6,600
Total Income		£2,564,343	£2,276,746
Expenditure			
Central Administration	7	269,657	253,748
Civic & Democratic		8,911	2,350
Grants	8	63,508	62,428
Projects	9	5,872	12,055
Civic Events / Town Centre/ Climate	10	56,378	75,865
Harlington Development	11	583,354	53,347
Harlington Events		533,044	519,885
Building		254,204	267,204
Ancells Community Centre		70,361	63,689
General Open Spaces		34,108	38,580
Parks & Pavilions	12	205,131	234,755
Cemetery		66,131	31,494
Lengthsman Scheme		3,300	3,300
Total Expenditure		£2,230,385	£1,618,699
General Fund Analysis			
Opening Balance		570,729	570,729
Plus: Income for Year		2,564,343	2,276,746
<i>Subtotal</i>		3,135,072	2,847,475
Less: Expenditure for Year		2,230,385	1,618,699
<i>Subtotal</i>		904,687	1,228,776
Net Transfer of Reserves	13	372,265	658,047
Closing Balance		£532,422	£570,729

Financial Statements - Supplementary Notes for the Year Ending March 2026

Current Assets

1. Debtors Control

The debtors control account (£65.3k) is comprised of income due in the year but not yet received at the year end from:

Item	Amount
Sales – hall hire, lettings, cemetery	£5,285
Contribution towards The Views Playground	£60,000
Total	£65,285

2. Interest from Investments

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

Item	Interest Received
CCLA Public Sector Deposit Fund *	£125,202
HSBC Savings Account	£15,554
Nationwide saver	£10,986
Total	£151,742

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

Current Liabilities

3. Creditors Control

The creditors control account holds £40.1k for expenditure relating to the 2025/26 financial year that will be paid in the following financial year, once the invoices have been processed.

4. Receipts in Advance

The 2024/25 balance related to tickets sales for Music on the Views. As there was a carried forward balance, this now shows in Ear Marked reserves, rather than as Receipts in Advance.

Income

5. Parks & Pavilions

The Council applied for a PWLB loan of £163,500 to fund the design and build of a new skatepark in The Views. Whilst the work was in progress in 2025/26, it was not completed and had not been invoiced, so most of the funding was moved into an ear marked Reserve.

Fleet BID made a £50,000 contribution towards the design and replacement of The Views playground. This project will be completed in 2026/27, so this funding was moved to an Ear Marked Reserve.

6. Cemetery

Cemetery income increased by £19.2k compared to last year. This was entirely in the area of Memorial Sanctums.

Expenditure

9. Central Administration

Central Administration whilst under budget was £15.9k higher than last year. £5.1k is due to increase National Insurance costs due to changes imposed by Central Government. £7.5k was due to insurance costs - £5k for The Harlington building which upon signing the 99 fully repairing lease became the Council's responsibility to insure, and £2.5k for Fleet Town Football Club buildings whom we insure directly and recover the cost from the Football Club. £2k was spent in legal fees regarding the unauthorised encampment at Ancells Farm Park.

8. Grants

The Council contributed £63.5k to the community in the form of financial assistance, rent-free accommodation and community event support, detailed in the table below:

Beneficiary	Grant Contribution
Basingstoke Canal	£18,309
Fleet Connect	£13,414
Fleet Phoenix (accommodation offset amount)	£15,834*
Sasha's Project (accommodation offset amount)	£10,933*
Fleet Carnival – to support cost of first aid services	£1,000
Citizens Advice – to provide advice to residents	£2,500
Life Education – to provide a safeguarding workshop	£155
Hampshire Police – room hire cost for Coffee Morning	£60
Community Groups – room hire costs for discussion on Martyn's Law impact	£17
Fleet Lions – room hire for Carnival planning	£54
Silent Storms – room hire cost for men's mental health group	£1,232
Fleet Repair Café – room hire costs	£720**
Total	£64,228

* Internal transfer of funds between Council accounts.

** Internal transfer of funds between Council accounts using Climate Change budget rather than grants budget.

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

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

9. Projects

The Council replaced all officer chairs in 2025/26 as existing ones did not meet ergonomic requirements under DSE Health & Safety (£2.4k for 14 chairs).

The Council also revalued all of its properties for insurance purposes (£3.5k).

10. Events, Town Centre & Climate

Music on the Views was previously accounted for within this cost centre, but in 2025/26 moved to a cost centre of its own (£18.6k of costs and £24.7k of revenue in 2024/25).

11. Harlington Development

Having awarded a contract to Burrell Foley & Fischer in 2024/25 to design the refurbishment of The Harlington, 2025/26 saw significant work completed against this contract. RIBA stages 1 and 2 were completed, a public consultation held to determine residents preferred option and BFF are currently working on detailed designs based on the consultation outcome.

12. Parks & Pavilions

In 2024/25, £60k was transferred to an Ear Marked Reserve for Edenbrook as property developers' contribution towards ongoing repairs and maintenance of the playgrounds.

The Grounds Maintenance contract was retendered in 2025/26 which resulted in some changes to the work programme. The 2025/26 costs were £10k under budget and £7k more than 2024/25.

£2.2k was spent on reinstating Ancells Farm Park after an unauthorised encampment.

CCTV costs were £5k over budget and £8k over 2024/25 due to the increase in transmission line costs provided by BT and HDC recovery charges for operating, monitoring and maintaining the assets on behalf of FTC.

Playground Maintenance across all sites was £2k over budget but in line with 2024/25.

Tree Surgery across all sites was £14k over budget and £8k over 2024/25.

£3k insurance budgeted under Calthorpe Park but actual spend within Central Administration.

General Fund Analysis

13. Net Transfer of Reserves

The following reserves transfers took place in the 2025/26 financial year:

Ear Marked Reserve Account	Opening Balance at 01.04.25 (£)	Net Transfers (£)	Closing Balance at 31.03.26 (£)
Pension Obligation	50,000	1,900	51,900
Cemetery Memorial Testing 2024	6,075	-875	5,200
CP Tennis Sinking Fund 2026	65,563	7,000	72,563
S106 Sensory Garden 21	10,981	0	10,981
Cemetery Works Badgers	7,000	0	7,000
Play Equipment	92,517	38,000	130,517
Elections 2026	11,250	5,000	16,250
Edenbrook Commuted Sum	116,160	0	116,160
Harlington Development Fund	3,207,505	85,000	3,292,505
Music on the Views	7,032	-3,067	3,966
Christmas Day Lunch	5,139	1,271	6,410
Ancells Bus	2,178	0	2,178
Christmas Festival	6,956	3,909	10,865
The Views Skatepark	0	161,000	161,000
The Views Playground	0	50,000	50,000
Cyber Essentials – Councillor Devices	0	16,000	16,000
Cyber Essentials – Staff Devices	0	3,000	3,000
Friends of Ancells Donation	0	4,762	4,4762
Totals	£3,588,356	£287,266	£3,961,397

Summary

At the start of the financial year, the Council budgeted to be break even. Due to above budget interest income (£68.7k), the Council has made provision to improve its cyber security £19k and still post a modest surplus of £46.7k.



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

7 May 2026

Dear Rita

Re: Fleet Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 7 May 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

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

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with our built-in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

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

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

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

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

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

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the Clerk and a review of the council website www.fleet-tc.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
<p>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</p>	<p>I recommend the Acceptance of Office form is updated to include formal acceptance to receive information by electronic means in the form <i>“As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time”</i></p> <p>Based on the level of financial activity of the council, and through discussion with the Executive Officer, the authorisation threshold within FR 3.2.4 appears low and the council may wish to consider increasing this to ensure that appropriate action can be taken without delay if the need arises.</p> <p>The council holds a credit card and has adopted a Credit Card Policy which is published on the council website. The policy includes spending limits for each cardholder, assigned to the specific job roles. I note that the minutes of the meeting held in February 2025 show that the council approved an amendment to these thresholds, but the updated limits have yet to be reflected in the policy document and this should be updated as soon as possible to avoid any confusion.</p>	<p>The Clerk confirmed that the form has been amended to include the recommended wording. To be confirmed at next interim audit.</p> <p>Recommendation considered by the council and suggested increase to £5,000. To be confirmed at next interim audit.</p> <p>Policy updated at Policy & Finance meeting held on 15 October 2025. Updated policy published on council website.</p>

<p>G. PAYROLL</p>	<p>All staff members have a signed contract of employment, although these are inconsistent and contain different terms and conditions for different staff members, or in some cases no reference to key employment terms at all. I recommend the council considers using the new NALC model employment contract which has been developed in consultation with ACAS and is available on the NALC website.</p>	<p>The council considered this recommendation and began a process of harmonising contracts using the council’s Bright HR contract template.</p>
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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommended actions are contained in the table on page 4 of this report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

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

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

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

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

The Clerk/RFO produces regular detailed budget reports from the accounting software. The year-end budget report shows income reported as 115% of budget and expenditure at 101%. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

The council set a precept of £1,435,992 for 2025/26. With a tax base of 10,939.27, this equates to a band D equivalent of £131.27 (compared to the average in England of £92.92).

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

I confirmed from the minutes that the 2026/27 budget and precept were approved by the council at the meeting held on 7 January 2026 (minute refs 8 b and c respectively).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

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

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

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

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

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

At the year-end, the council held circa £3,960,761 in earmarked reserves, split between a range of projects, with most of the funds assigned to the Harlington Development Fund (£3,292.505).

Remaining balances are held on the general reserve totalling circa £532,423, and the total is within the recommended range as detailed in the Practitioner's Guide.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. PETTY CASH

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

G. PAYROLL

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommended actions are contained in the table on page 4 of this report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

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

The council has no long-term investments.

The council has taken out a loan through the Public Works Loan Board (PWLB) during the year, and I was able to confirm the figure for the year-end balance (box 10) on the Accounting Statements against the PWLB year-end statement. No repayments have taken place during this financial year.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

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

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 202/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and

	introduction of internal controls and/or external insurance cover where required.		appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	NO – the council has not met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	3,501,179	4,159,226	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	1,342,858	1,435,992	Figure confirmed to central precept record
3	Total other receipts	933,888	1,128,351	Agrees to underlying accounting records
4	Staff costs	550,668	590,929	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	New loan drawn down but no repayments made in financial year
6	All other payments	1,068,031	1,639,456	Agrees to underlying accounting records
7	Balances carried forward	4,159,226	4,493,184	Cast correctly and agrees to balance sheet
AGAR Box 8				
8	Total value of cash and short-term investments	4,335,578	4,507,166	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	849,421	833,122	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	163,500	Agrees to PWLB statement
AGAR Box 11				
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded in the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows total year-end debtors of £159,015 and total year-end creditors of £172,997, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

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

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

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

Confirm that the council is compliant with the relevant transparency code

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

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	4 June 2025	3 June 2026
Date inspection notice issued	6 June 2025	8 June 2026
Inspection period begins	9 June 2025	9 June 2026
Inspection period ends	18 July 2025	20 July 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

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

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

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner’s Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. **The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and should be updated to reference the current WCAG 2.2 AA standard.**

The council has not adopted an IT Policy by 31 March 2026 and therefore has not met the requirements of Governance Assertion 10.

Email management and GDPR

It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

I recommend the council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations, and this may be an audit test under Governance Assertion 10 next year.

CONCLUSION

I am not satisfied this control object has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

P. TRUSTEESHIP

Internal audit requirement

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

CONCLUSION

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

Achievement of control assertions at final internal audit date

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

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

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

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
<p>O. DIGITAL AND DATA COMPLIANCE</p>	<p>The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and should be updated to reference the current WCAG 2.2 AA standard.</p> <p>The council has not adopted an IT Policy by 31 March 2026 and therefore has not met the requirements of Governance Assertion 10.</p> <p>I recommend the council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations, and this may be an audit test under Governance Assertion 10 next year.</p>	

Annual Internal Audit Report 2025/26

FLEET TOWN COUNCIL

WWW.FLEET-TC.GOV.UK

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

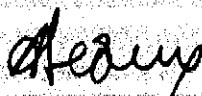
Name of person who carried out the internal audit

25/09/2025

21/04/2026

A Beams, Mulberry LAS Ltd

Signature of person who carried out the internal audit



Date

21/04/2026

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

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



OFFICER: Rita Tong, Executive Officer
DATE: 26 May 2026
MEETING: Full Council 3 June 2026
SUBJECT: Item 10 - Review of the Effectiveness of the System of Internal Control for the Year Ending March 2026

Purpose of the Report:

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

Background to the report:

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

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

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

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

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes.	<p>Budget preparation for current financial year Refer to minutes BWG- 20/8/25 item 3a, P&F 15/10/25 item 11a, Council 3/12/25 item 9a</p> <p>Budget control for current financial year Refer to minutes: P&F 14/5/25 item 7, 23/07/25 item 5 P&F 8/10/25 item 5, P&F 18/2/26 item 6</p> <p>Bank Reconciliation Refer to minutes: TC 4/7/25 ITEM 7, TC 2/7/25 item 7, TC 3/9/25 item 8, TC 1/10/25 item 7, TC 5/11/25 item 7, TC 3/12/25 item 7, TC 7/1/26 item 7, TC 4/2/26 item 7, TC 4/3/26 item 7</p> <p>Asset Register On this agenda</p>

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
<p>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>Yes.</p>	<p>Procurement Processes Standing Orders and Financial Regs Refer to minutes TC 02/04/25 item 13, TC 7/5/25 item 12</p> <p>Payment Authorisation Refer to minute's PF 14/5/24 item's 7 and 10, PF 23/7/25 item 5, PF 15/10/25 item 5, PF 18/2/26 item 5</p> <ul style="list-style-type: none"> • Quotes for work obtained when required and also where at all possible, to ensure good value. • Approval of large value contracts tendered through Contracts Finder and comply with regulations. Evidence contained in minutes. • Office staff made aware of procurement and payment processes in the Financial Regulations and Standing Orders. Processes are reinforced with Officers periodically. <p>Financial Risk Assessment Refer to minutes: Risk Working Group 25/2/26 item 2</p> <p>Payment Authorisation Refer to minutes: PF 14/5/25 items 7, PF 23/7/25 item 5, PF 15/10/25 item 5</p> <p>Direct debits: refer to minutes PF 18/2/26 item 5.</p> <ul style="list-style-type: none"> • Purchase order system in place for all purchases, signed off by the RFO. Items checked against budget. • Invoices checked and signed off by at least two members of staff. • Bank signatories are provided with a complete list of payments from the accounts system and a copy of all invoices to verify payments. • Officers are unable to make payments via the bank account without authorisation from two Council bank signatories. • No petty cash payments made. Has been run down to zero for FTC. • Credit card statements are verified with Officer report and checked by RFO.
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</p>	<p>Yes.</p>	<p>Council Policies Refer to minutes PF 14/5/25 item 10, PF 15/10/25 item 10, PF 18/2/26 items 9,10,11</p> <ul style="list-style-type: none"> • Policy review schedule in place to ensure that policies are legally compliant. • Standing Orders and Financial Regulations in place and up to date. • Key health and safety and HR policies in place. • The Council has General Power of Competence.

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
		<ul style="list-style-type: none"> • Email Management: every officer and councillor has a fleet-tc.gov.uk email <p>Professional Advice</p> <ul style="list-style-type: none"> • Obtaining legal advice to assist with decision making. • Utilise advice from the internal auditor on matters of financial governance as required. • Contracted HR service to ensure that people management processes are legal and up to date. • Receive HALC and HR notes updating on legislative changes, which are implemented and reported to the Council as required.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes.	<p>Public Rights</p> <ul style="list-style-type: none"> • Relevant notices displayed outside the FTC offices and on the FTC website as per the Accounts & Audit Regulations. • Verified by internal auditor as being correctly published.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes.	<p>Risk Management Refer to minutes: TC 1/10/25 item 8, Oversight of risk management by Risk Management Working Group.</p> <ul style="list-style-type: none"> • Last risk register approved by Council on 1/10/25. • Current risk register reviewed by Risk Management Working Group on 25/2/26 <p>Insurance Cover</p> <ul style="list-style-type: none"> • Insurance cover renewed every year. • Insurance requirements reviewed by RFO.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes.	<p>Internal Audit Refer to minutes: TC 4/6/25 items 9, The scope of the internal audit process is effective and follows the requirements in the Practitioner’s Guide to Proper Practices.</p> <ul style="list-style-type: none"> • All key controls are tested as part of the internal audit process, such as bank reconciliation, contract approval, payroll, asset register and risk management. • The Council's application of its Standing Orders and Financial Regulations are tested. • The internal audit is an independent financial professional.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes.	<p>Audit Reports Refer to minutes: 4/6/25 item 9. 1/10/25 item 9</p> <ul style="list-style-type: none"> • Internal audits reports are reported to the Council and an action plan is agreed. • Internal audit took place on 25/9/25 and 21/4/26

AGAR Section 1 – Annual Governance Statement 2024/25	Are the Control Measures Effective?	Control Measures and Supporting Evidence
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes.	Unforeseen Events <ul style="list-style-type: none"> • There are no unknown liabilities, commitments or unforeseen events that are likely to have a financial impact on the Council. • The Council will be made aware of any such events immediately, if they arise. • Annual provision made in reserves and ear marked reserves are used to provide for other potential commitments.

Overall Assessment Summary

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

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

RECOMMENDATION

To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2026.

AGAR 2025/26

Annual Governance Statements

Name of Authority: Fleet Town Council

Web address: <https://www.fleet-tc.gov.uk/>

We acknowledge, as the members of the above authority, our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Yes

We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Yes

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Yes

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Yes

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Yes

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Yes

We took appropriate action on all matters raised in reports from internal and external audit. Yes

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. Yes

Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. N/A

We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. No

For any statement to which the response is 'no', an explanation follows on the next page.

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

On this date

As recorded in minute reference

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

Signed by Chair

Signed by Clerk

*Published web address

Annual Governance Statement - AGAR Form 2

Explanation for any assertion to which the response was 'No'

Name of authority: Fleet Town Council

Web address: <https://www.fleet-tc.gov.uk/>

(10) We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

The Council met the following requirements: A generic email account hosted on an authority-owned domain. A website that meets accessibility guidelines and Regulations. Published all information required by the authority's publication scheme and any relevant transparency code. Procedures in place to ensure all personal data is processed in line with data protection principles. However it did not have an IT policy explaining how authority business should be conducted in a secure and legal way when using any IT equipment and software. This is because it is currently working towards achieving Cyber Essentials but has not yet completed all the requirements.

Accounting Statements

Name of Authority: Fleet Town Council

Key	Year ending 31 March 2025	Year ending 31 March 2026
Balances brought forward	£3,501,179	£4,159,226
Precept	£1,342,858	£1,435,992
Total other receipts	£933,888	£1,128,351
Staff Costs	£550,668	£590,929
Loan interest/capital repayments	£0	£0
All other payments	£1,068,031	£1,639,456
Balances carried forward	£4,159,226	£4,493,184
Total value of cash and short term investments	£4,335,578	£4,507,166
Total fixed assets plus long term investments and assets	£849,421	£833,122
Total borrowings	£0	£163,500
Do the figures in the accounting statements above exclude any Trust transactions?		Yes

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Signed by the Responsible Financial Officer

Date

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

On this date

As recorded in minute reference

Signed by Chair

CONFLICT OF INTEREST WITH BDO LLP

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

Name of Smaller Authority	Fleet Town Council
---------------------------	--------------------

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

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

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
3 June 2026	FC JUN 2026 ITEM 12

Signed (Clerk/RFO)

Rita Tong

Signed (Chair)

Bob Schofield

2025/26

Accounting Statements

Name of Authority: Fleet Town Council

Key	Year ending 31 March 2025	Year ending 31 March 2026
Balances brought forward	£3,501,179	£4,159,226
Precept	£1,342,858	£1,435,992
Total other receipts	£933,888	£1,128,351
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Total value of cash and short term investments	£4,335,578	£4,507,166
Total fixed assets plus long term investments and assets	£849,421	£833,122
Total borrowings	£0	£163,500
Do the figures in the accounting statements above exclude any Trust transactions?		Yes

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Signed by the Responsible Financial Officer

Date

RC Tong

21/04/26

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

On this date

As recorded in minute reference

Signed by Chair

ACCEPTABLE USE POLICY

DOCUMENT INFORMATION

Classification	Internal	Version Number	0.1	Status	DRAFT
Valid From		Approved By		Prepared By	

VERSION HISTORY

Date	Version Number	Name	Change Description
28/04/2025	0.1	Bulletproof	Initial Document Creation

PURPOSE

The purpose of this policy is to provide all our employees, contractors, temporary employees and third parties that are granted access to Council information assets (devices), the rules relating to the acceptable use of those assets (devices) under their control.

SCOPE

This policy applies to every individual who uses Council information assets (devices) and sets out what the Council consider to be the acceptable use of those assets.

RESPONSIBILITIES

All employees as well as contractors, temporary employees and third parties that are granted access to Council information are required to comply with this policy.

ACCEPTABLE USE

All information assets, including both digital and non-digital assets are Fleet Town Council's property and, as such shall be used only for the purpose of conducting the Council's business activities and in compliance with our other information security policies.

Information assets (devices) shall only be used by authorised individuals and must not be used for any illegal purposes. Users shall report any loss and/or damage of information assets to the Executive Officer.

Fleet Town Council reserves the right to monitor the use of information assets (devices) for, as a minimum, the following purposes:

- Compliance with Council information security policies
- Compliance with legal, regulatory, and contractual requirements
- Any other purpose that the Council deems appropriate

GENERAL USE AND OWNERSHIP

Users must be aware that the data they create on the Council's systems remains the property of Fleet Town Council. Any information transmitted over the networks that has not been specifically identified as the property of other parties is by default treated as belonging to Fleet Town Council.

Unauthorised access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of any information is strictly prohibited. Therefore, it is recommended that any information that users consider sensitive or vulnerable be encrypted with a password.

For security and network maintenance purposes, authorised individuals within the Council, or authorised third party (i.e. Cloudy IT or other IT support supplier) may monitor equipment, systems, and network traffic at any time. Fleet Town Council reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Access to Internet and email may be restricted if the bandwidth does not support the volume, or in case of misuse.

SECURITY AND PROPRIETARY INFORMATION

Authorised users are responsible for the security of their passwords and accounts. All Personal Computers (PC), laptops and workstations must be secured with passcode-protected screensavers with the automatic activation feature set, or by logging-off when unattended. Details on passwords can be found in the Password Policy.

Postings by users from Council email address to newsgroups must include a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the Council unless posting is during business activities.

Users are required to use extreme caution when opening e-mail attachments received from unknown senders, which may contain malicious content and/or attachments.

UNACCEPTABLE USE

The following activities are, in general, prohibited, however, users may be exempt from these restrictions during their legitimate operational responsibilities such as systems administration staff, needing to disable the network access of a host, if that host is disrupting production services.

Under no circumstances is any user authorised to engage in any activity that is illegal under local, or international law while using Council owned resources. The list below is by no means exhaustive, but attempts to provide a framework for activities, which fall into the categories of unacceptable/acceptable use.

SYSTEM AND NETWORK ACTIVITIES

- Installation or distribution of "pirated" or other software products that are not appropriately licensed.
- Unauthorised copying of copyrighted material including, but not limited to, digitisation and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Council, or the end user, does not have an active license is strictly prohibited.
- Revealing account passcodes to other users or allowing use of individual accounts by others. This includes family and other household members when work is being done at home. Users are accountable for all the activities that carried out in their respective login.
- Using a Council computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties.
- Providing information about or lists of the Council's users/customers to external parties.

EMAIL AND COMMUNICATION ACTIVITIES

- Sending unsolicited email messages, including "junk mail" or other advertising material to individuals who did not specifically request such material.
- Any form of harassment via email or telephone, whether through language, frequency, or size of messages
- Unauthorised use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters" or other such schemes of any type.
- Use of unsolicited email originating from the Council's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the business or connected via the Council's network.
- Council e-mail facilities may not be used for sending defamatory e-mails, or using e-mail for harassment, unauthorised purchases, or for publishing views and opinions, defamatory or otherwise about the Council's employees, workers, suppliers, partners, or customers.

- Outgoing e-mail attachments must be appropriately assessed to ensure if protection using cryptographic controls is required.
- Users must not open incoming e-mail attachments that originate with unknown third parties or that, even if they appear to have been sent by a known party, were not expected. These attachments may contain malicious content. Any such e-mails must be reported to the IT Helpdesk (Cloudy IT) immediately. On no account should they be forwarded or copied to anyone, whether inside or outside the network.
- Viruses and hoax virus messages: users are required to report any third-party e-mail messages they receive about viruses to the Executive Officer immediately. On no account should it be forwarded, or copied on, to anyone, whether inside or outside the network
- Users are prohibited from using Council e-mail facilities for forwarding chain letters or impersonating other people. Additionally, Council e-mail addresses are not to be left on any websites other than for legitimate and necessary business purposes.
- Users are required to limit the use of group e-mail addresses, to limit copying to unnecessary recipients, to restrict use of the 'reply to all' function and restrict the use of the blind copying feature.
- Employees are required to delete non-essential e-mail messages as soon as possible and, on a regular basis, to clear e-mail boxes of correspondence that is no longer required.
- Council e-mails may not be used to purchase anything on behalf of the Council without specific prior authorisation and then only in accordance with the Council's current policies regarding purchasing and cryptographic controls.
- Council e-mail addresses may not be used for personal purchases or any other personal transactions.
- Employees are prohibited from setting up automatic forwarding of e-mails to external addresses or of copying e-mails to addresses outside the Council, unless there is a legitimate business purpose for doing so.

INTERNET USAGE

- Council User Identifications (ID), websites and e-mail accounts may only be used for council sanctioned communications.
- Downloads from the internet must be screened for viruses before accessing.
- Users must not place any of the Council's material in a publicly accessible internet site without prior approval.
- The Council reserves the right to examine the internet access information of any user. Use of internet/e-mail/instant messaging may be subject to monitoring for reasons of security and/or network management, and users may have their usage of these resources subjected to limitations.
- Personal use of internet is permitted so long as it does not adversely affect business activities.
- Users connecting to the council's network via Virtual Private Network (VPN), will be permitted to do so, only with specific approval from the Executive Officer.
- Users must inform the Executive Officer of any security breach that they know of or become aware of.

- The Council is not responsible for material viewed or downloaded by users from the internet. Users are cautioned that some webpages may include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with the material while using the internet. Even innocuous search requests may lead to sites with highly offensive contents. Users accessing the internet do so at their own risk. Should any illegal activities be found, such as breaches, theft, or hacking. The Council will hand the personnel information details to the appropriate law enforcement agencies.
- Users may not download software from the internet, execute or accept any software programs or other code from the internet unless it is in accordance with policies and procedures.
- Users will not seek to avoid and will uphold the Council's anti-malware policy and procedure.
- Users will not intentionally interfere in the normal operation of the network or take any steps that substantially hinder others in their use of the network. Users will not examine, change, or use another person's files or any other information assets for which they do not have explicit permission.
- Users will not conduct any other inappropriate activity as identified from time to time by the council and will not waste time or resources on non-council business. This includes downloading bandwidth intensive content, such as streaming videos and music files and sharing digital photographs.

ENFORCEMENT

Users shall abide to existing information security policies and procedures. Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract or agreement.

ACCESS CONTROL PROCEDURE

DOCUMENT INFORMATION

Classification	Internal	Version Number	0.1	Status	DRAFT
Valid From		Approved By		Prepared By	

VERSION HISTORY

Date	Version Number	Name	Change Description
28/04/2025	0.1	Bulletproof	Initial Document Creation

PURPOSE

The purpose of this policy is to implement strong access control measures across Fleet Town Council’s network, information systems and premises. This will provide appropriate, authorised, and auditable user access control, whilst ensuring the confidentiality, integrity, and availability of information.

SCOPE

The scope of this policy applies to all Fleet Town Council employees, Councillors, customers, vendors, and anyone else with any form of access to Fleet Town Council information, information systems and premises.

RESPONSIBILITIES

The Executive Officer is responsible for:

- Creating, documenting, and maintaining individual user/user group profiles that meet the requirements of the Access Control Policy.
- The administration of allocated and authorised user/user group access rights in conformity with the policy.
- The initiation and administration of new and changed user access requests and user training.

The Executive Officer is responsible for:

- Authorising access requests, in line with business and security policies and procedures.
- Reviewing user access rights.

Asset owners are responsible for authorising access requests to their information assets in line with conformity to the security requirements of the asset.

ACCESS CONTROL POLICY

The control of access to Fleet Town Councils information assets is a fundamental part of a defence in depth strategy to information security. If Fleet Town Council is to effectively protect the confidentiality, integrity, and availability of classified data then a comprehensive mix of physical and logical controls must be in place.

Fleet Town Council's policy regarding access control must ensure that the measures implemented are appropriate to the council requirements for protection and are not unnecessarily strict. The policy therefore must be based upon a clear understanding of the council requirements as specified by the owners of the assets involved. These requirements may depend on factors such as:

- The security classification of the information stored and processed by a particular system or service.
- Relevant legislation that may apply such as the Data Protection Act / General Data Protection Regulation (GDPR).
- The regulatory framework in which the council and the system operate.
- Contractual obligations with external third parties.
- The threats, vulnerabilities and risks involved.
- The council's appetite for risk.

This Access Control Policy is designed to consider the council and information security requirements of Fleet Town Council and is subject to regular review to ensure that it remains appropriate.

This control applies to all systems, people and processes that constitute the council's information systems, including councillors, employees, suppliers and other third parties who have access to Fleet Town Councils systems.

ACCESS TO NETWORKS AND NETWORK SERVICES

The use of non-council owned devices connected to Fleet Town Council's network can seriously compromise the security of the network. Specific approval must be obtained from the Executive Officer and IT Helpdesk (Cloudy IT) before connecting any equipment to the council's network.

A policy of using two factor authentication for remote access should be used in line with the principle of "something you have and something you know" to reduce the risk of unauthorised access from the Internet.

Council/Business Partners or 3rd party suppliers must not be given details of how to access the Fleet Town Council's network without permission from the Executive Officer. Any changes to supplier connections, such as on termination of a contract, must be immediately sent to the Executive Officer so access can be updated or terminated. All permissions and access methods must be controlled by the Executive Officer.

Council/Business Partners or 3rd party suppliers who require access to the network must contact the relevant Line Manager in the first instance. Line Managers must then contact the Executive Officer. A log of activity will be

maintained via Office 365 and Windows Audit logs. Remote access software and user accounts must be disabled when not in use.

USER REGISTRATION, DE-REGISTRATION AND ACCESS PROVISIONING

A request for access to Fleet Town Councils network and systems must first be submitted to the Executive Officer, for approval. The principle of segregation of duties will apply so that the creation of the user account and the assignment of permissions are performed by different people.

Each user account will have a unique username that is not shared with any other user and is associated with a specific individual and not by role or job title. Generic user accounts should not be created as they provide insufficient allocation of responsibility.

An initial strong password should be created on account setup and communicated to the user via secure means. The user is required to change this password on first use of the account.

When an employee leaves Fleet Town Council under normal circumstances, their access to systems and data must be suspended at the close of business on the employee's last working day. It is the responsibility of the line manager to request the suspension of the access rights via the Executive Officer.

In exceptional circumstances, where there is perceived to be a risk that the employee may take action that may harm Fleet Town Council prior to, or upon termination, a request to remove access may be approved and actioned in advance of notice of termination being given. This precaution should especially apply in the case where the individual concerned has privileged access rights, such as domain admin.

User accounts should be initially suspended or disabled only and not deleted. User account names should not be reused as this may cause confusion in the event of a later investigation.

User reports provide detailed information on inactive accounts, which are suspended after 30 days automatically and require re-activation by the Executive Officer should they still be required.

Each user must be allocated access rights and permissions to systems and data that are commensurate with the tasks they are expected to perform. Typically, this should be role-based. Group roles should be maintained in line with council requirements and any changes to them should be formally authorised and controlled via the change management process.

Additional, ad-hoc permissions should not be granted to user accounts outside of the group role. If such permissions are required, this should be addressed as a change and formally requested.

MANAGEMENT OF PRIVILEGED ACCESS RIGHTS

Privileged access rights, such as those associated with administrator-level accounts must be identified for each system or network and tightly controlled. In general, technical users, such as IT support staff should not make day to day use of user accounts with privileged access. Separate "admin" user account should be created and used only when the additional privileges are required. These accounts should be specific to an individual. Generic admin accounts should not be used as they provide insufficient identification of the user.

Vendor provided systems must have initial passwords changed from default to complex passwords that should only be accessed by users with Privileged Access Rights.

The use of user accounts with privileged access in automated routines, such as batch or interface jobs should be avoided where possible. Where this is unavoidable the password used should be protected and changed on a regular basis.

Access to admin level permissions should only be allocated to individuals whose roles require them and who have received sufficient training to understand the implications of their use. The following is the process which must be followed when granting privileged access rights, such as 'Admin' permissions:

1. Line Manager identifies requirement for privileged access rights.
2. Line Manager requests and obtains written approval from Executive Officer.
3. Executive Officer confirms approval in writing to Line Manager.
4. Line Manager makes request for privileged access rights to IT Support (Cloudy IT), providing written authorisation.

MANAGEMENT OF SECRET AUTHENTICATION INFORMATION OF USERS

IT Support (Cloudy IT) set the initial passwords. These will be strong passwords according to the Password Policy. Passwords will be set to expire upon first logon at which point users will define new ones, which are only known to them, and which meet the parameters defined for each system.

When additional authentication tools are to be used, such as a two-factor authentication method, the appropriate procedure for the setup of these items will be followed as detailed during the guided setup procedures.

REVIEW OF USER ACCESS RIGHTS

On a regular basis, at least every six months, asset and system owners will be required to review who has access to their areas of responsibility and the level of access in place to identify:

- Individuals who should not have access, such as leavers.
- User accounts with more access than required by the role.
- User accounts with incorrect role allocation.
- User accounts that do not provide adequate identification, such as generic or shared accounts.
- Any other issues that do not comply with this policy.

A review of user accounts with privileged access will be carried out by the Executive Officer on a quarterly basis to ensure compliance.

REMOVAL OR ADJUSTMENT OF ACCESS RIGHTS

Where an adjustment of access rights or permissions is required, such as an individual changing role, this should be carried out as part of the role change. It should be ensured that access rights no longer required as part of the new role are removed from the user account. If a user is taking on a new role in addition to their existing one, then a new composite role should be requested. Due consideration of any issues of segregation of duties should be given.

Under no circumstances should administrators be permitted to change their own user accounts or permissions.

USE OF SECRET AUTHENTICATION INFORMATION

Users are required to follow the Council's Password Policy. Subsequently users shall be responsible for the following:

- Where access to a facility is protected by an authentication method such as a password, the user must not make it available to any other person. If they do so, they will be responsible for all the activities originating from that account.
- A user shall not use another user's account nor make any attempts to find out the password of the resource they are not entitled to use.

All users while using their account, are responsible for:

- Using their account to conduct their assigned responsibilities only.
- All activities that originate from their account.
- All information sent from, intentionally requested, solicited, or viewed from their account.
- Publicly accessible information placed on a computer using their account.
- Not revealing their account information to any other individual.

User accounts to access Council information will be given as authorised by the Executive Officer.

All users shall be responsible for maintaining the confidentiality of the password and account and shall be fully responsible for all activities that occur under their account. They shall immediately notify the Executive Officer/IT Support (Cloudy IT) of any unauthorised use of their password or account or of any other breach of security.

Users shall ensure that their passwords shall be complex even though application/information system does not enforce password complexity. This way the password security will not be completely dependent on the system.

INFORMATION ACCESS RESTRICTION

The following general principles have been used when designing access controls and restrictions for Fleet Town Council's systems and services:

- Defence in Depth – security should not depend upon any single control but be the sum of many complementary controls.

- Least Privilege – the default approach taken should be to assume that access is not required, rather than to assume that it is.
- Need to Know – access is only granted to the information required to perform a role, and no more.
- Need to Use – Users will only be able to access physical and logical facilities required for their role.

Adherence to these basic principles will help to keep systems secure by reducing vulnerabilities and therefore the number and severity of security incidents that occur.

As part of the selection of cloud service providers specifically, the following access-related considerations should be considered:

- User registration and deregistration functions provided.
- Facilities for managing access rights to the cloud service.
- To what extent access to cloud services, cloud service functions and cloud service customer data can be controlled on an as required basis.
- Availability of multi-factor authentication for administrator accounts.
- Procedures for the allocation of secret information such as passwords.
- Storage of passwords for support purposes in highly secure, audited, and robust vaults.

Addressing these requirements will ensure that the provisions of this policy can be met in the cloud as well as within on premises systems.

SECURE LOG-ON PROCEDURES

Screens do not display any system or application identifiers until the logon has been successfully completed. The display on the logon screen includes a general notice warning that the information system should only be accessed by authorised users. The screen provides no help messages during the logon procedure.

Single Sign-On (SSO) will be used within the internal network where supported by relevant systems, unless the security requirements are deemed to be such that a further logon is required.

The system validates the logon data only on completion of input and then, if there is an error, the system requires the user to try again. The logon procedure limits the number of unsuccessful attempts allowed to five which are recorded, and the machine is locked requiring a key only obtained via the IT Support (Cloudy IT). If the unlock key is entered incorrectly the machine is wiped.

The system limits the maximum time allowed for the logon attempt to 15 minutes. When the limit is exceeded, the system terminates logon. Password characters are hidden by symbols and always encrypted before being sent across the network.

MULTI FACTOR AUTHENTICATION

Strong passwords are essential against unauthorised access however, a variety of ways to improve the security of user authentication are available, including various forms of two factor authentication and strong password techniques.

The Council's policy is to make use of additional authentication methods based on risk, considering:

- The value of the assets protected
- The degree of threat believed to exist
- The cost of the additional authentication method(s)
- The ease of use and practicality of the proposed method(s)
- Any other relevant controls in place

The use of multi-factor authentication methods should be justified based on the above factors and securely implemented and maintained where appropriate.

Whether single or multi-factor authentication is used, the quality of user passwords should be enforced in all networks and systems in accordance with the Password Policy.

USE OF PRIVILEGED UTILITY PROGRAMS

Most Operating Systems (OS) have one or more system utility program and commands that can override system and application controls. The use of such critical system utilities and OS commands shall be tightly controlled by disallowing privileged access of the OS to users who do not need it.

Segregation of utility programs from the application software is maintained and the limitation of the use of utility programs to the minimum practical number of trusted, authorised users is managed. The availability of utility programmes is limited and logged. Should utility programmes be unnecessary they are removed or disabled.

ACCESS TO PROGRAM SOURCE CODE

Where bespoke software development is undertaken, program source code is protected from unauthorised access. Effective version control and software configuration management procedures are implemented from the start of the development including measures for source code check in/check out.

PHYSICAL ACCESS

Fleet Town Council will abide by the following physical security requirements:

- All visitors will be required to sign in at reception and will be always escorted by a member of staff.
- Access to Data centres and IT Server Rooms/Data cabinets will be restricted to only those that require access, and this must be approved by the Executive Officer.
- Physical documentation will be secured in lockable cabinets or lockable rooms when unattended.

- CCTV will be actively monitored both inside and outside of the office.
- Staff badges/passes must be always displayed.
- All entry points around the physical security perimeter are risk assessed to ensure they offer a good degree of protection with no weak points.
- An alarm system is in place and will be set when the office is unattended.
- All windows and doors must be closed and locked when the office is unattended.

ANTI-MALWARE POLICY

DOCUMENT INFORMATION

Classification	Internal	Version Number	0.1	Status	DRAFT
Valid From		Approved By		Prepared By	Bulletproof

VERSION HISTORY

Date	Version Number	Name	Change Description
28/04/2025	0.1	Bulletproof	Initial Document Creation

PURPOSE

The purpose of this policy is to ensure the confidentiality, integrity, and availability of information in a clear and consistent structure. It will rely on detection, prevention, and correction against computer viruses and/or malicious software that could otherwise cause significant damage to information and information resources.

SCOPE

The scope of this policy applies to all Fleet Town Council information systems and those that are connected to the network via standard network connection or a Virtual Private Network (VPN).

POLICY

This policy is designed to protect Fleet Town Council's resources against intrusion, modification, and destruction of information by viruses and other malware. The following minimum requirements must remain in force until further notice:

- All workstations attached to Fleet Town Council network must have licensed anti-virus software installed from approved vendors for anti-virus protection. This also includes the virtual environments.
- The anti-virus product must be operated in real time and be always active on all servers and client computers.
- The anti-virus library definitions must be updated at least once per day and set as automatic update.

- The anti-virus scans must be done a minimum of once per week on all user-controlled workstations and servers.
- The antivirus scans must include but not limited to:
 - All executable files (including macros contained in data files).
 - Data files including protected files (e.g., compressed or password protected files).
 - Removable storage media.
 - Any files that have not been scanned for any reason must be logged in the anti-virus log history.
 - Webpages as and when they are visited
- The anti-virus product must provide an alert when a suspected virus has been detected.
- Virus-infected computers must be removed from the network until they have been verified as virus-free.
- All systems must be configured to perform an automated anti-virus scan of removable media when it is inserted.

ROLES AND RESPONSIBILITIES

COUNCILLORS, EMPLOYEES OR OTHERS WORKING FOR FLEET TOWN COUNCIL

- If a file is received that is what is believed to be a virus, or there is suspicion that a computer is infected with a virus, such as due to a performance slowdown, this must be reported to the Executive Officer immediately and the device removed from Fleet Town Council's network.
- Anti-virus definition updates, scans or core functionality should never be tampered with or disabled except from the members of the IT Support (Cloudy IT) and only with Executive Officer approval.
- Any files from external sources, uncertain or unauthorised sources or over non-trusted networks, must be checked for malware before use.
- Fleet Town Council prohibit any activity intended to create and/or distribute malicious code on the Fleet Town Council network or IT facilities.

IT SUPPORT

- Ensure the compliance and enforcement of this policy.
- Provide advice to individuals on installing the antivirus products and on virus protection in general.
- Assist individuals with recovery from viruses.

INFORMATION SECURITY AWARENESS POLICY

DOCUMENT INFORMATION

Classification	Internal	Version Number	0.1	Status	DRAFT
Valid From		Approved By		Prepared By	Sarah Moore

VERSION HISTORY

Date	Version Number	Name	Change Description
28/04/2025	0.1	Bulletproof	Initial Document Creation

PURPOSE

The purpose of this policy is to provide all Councillors and employees, including contractors with the required knowledge and best practices. To ensure that everyone is aware of their role in safeguarding the confidentiality, integrity and availability of Council data, services, and systems. To encourage ultimately a formal security culture.

SCOPE

This policy applies to Councillors and employees that use or manage Council systems including those that are temporary contracted. This extends to all administrative staff in all levels.

RESPONSIBILITIES

All Councillors and employees as well as contractors, temporary employees and third parties that are granted access to Council information are required to comply with this policy.

POLICY

- All new Councillors and employees must complete an approved Security Awareness training prior to, or within 30 days of, being granted access to any Fleet Town Council information resources.
- All information security policies must be made openly available to all Councillors and staff. To allow them to properly protect Fleet Town Council information resources.

- Councillors and staff are required to acknowledge that they have agreed, received, and will adhere to the Fleet Town Council information security policies before they are granted access to the Fleet Town Council sensitive information resources.
- All Councillors and employees must complete an annual security awareness training.
- There must be evidence and record of all security awareness training delivered.
- Fleet Town Council's IT Support supplier must develop and maintain a process to be able to communicate new security program information, security bulletin information and security items of interest.

ENFORCEMENT

Users shall abide to existing information security policies and procedures. Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract or agreement.

PASSWORD POLICY

DOCUMENT INFORMATION

Classification	Internal	Version Number	0.1	Status	DRAFT
Valid From		Approved By		Prepared By	Sarah Moore

VERSION HISTORY

Date	Version Number	Name	Change Description
28/04/2025	0.1	Bulletproof	Initial Document Creation

PURPOSE

The purpose of this policy is to define the requirements for creating strong passwords, the protection of those passwords and the frequency of change. Usernames (for identification) used in combination with passwords (for authentication) are countermeasures for preventing unauthorised users from accessing sensitive information/facilities and for maintaining audit trails to facilitate accountability.

SCOPE

The scope of this policy applies to all personnel who have or are responsible for an account on any information systems, services (e.g. email), secure areas, equipment, and network.

POLICY

- Passwords must never be shared, unless confirmed by the Executive Officer.
- All default passwords must be changed immediately. Users must create their own password from the first time they are granted access.
- Passwords must never appear in plain text on computer screens, written down on paper (e.g., yellow stickers), or stored on a location for fast access (e.g., Slack, Outlook etc.).
- Passwords must be stored in an encrypted format.

- Usernames and passwords must not be scripted to enable automatic login.
- Passwords should not be stored in browsers (autofill).
- Employees must never use the same password on Fleet Town Council resources as for non-Fleet Town Council resources (e.g. Facebook).
- Employees must make use of strong passwords that use a combination of upper/lowercase letters, numbers, and symbols, and have in mind that the longer they are in length, the more time it takes to an intruder to guess them.
- A password history must be maintained to ensure that the new password will not be the same as any of the previous twenty-four (24) that have been used.
- System configuration settings are set to require that system/session idle time out features have been set to a period of fifteen (15) minutes (or less).
- Administrators must verify a user's identity before performing any password resets.
- Group or shared accounts/passwords must not be used, and generic accounts must be disabled. Accounts should be set up using employee names and emails, not in generic accounts.
- Accounts must be locked for at least thirty (30) minutes or require an administrator to unlock them after six (6) failed login attempts.
- Access for terminated users must be revoked immediately.
- Inactive user accounts must be removed or disabled at least every three months.
- Any accounts used by vendors for remote support or maintenance must be enabled only during the period needed and then are disabled.
- Any vendor accounts that are enabled for remote support or maintenance to any system component must be monitored when in use.
- Two Factor Authentication (2FA) should be enabled where available.
- Passwords should be stored in a password manager – The approved password manager is Keeper.
- All system level passwords e.g. root, admin accounts, must be changed at least every 90 days. (*Within Keeper's notification centre you can set it to send alerts for time-sensitive items*).
- If an account or password is suspected to have been compromised, the password should be changed immediately

MANDATORY REQUIREMENTS

USERNAMES

- Each user must be assigned a unique and personal username that is derived from their first and last name.
- Usernames must be logged when accessing a system's resources.

- Usernames must not be available for selection from a list at the log-on screen of any information system. Additionally, usernames used for accessing an information system by a user must not be displayed or, where possible, be available to another user.
- Usernames must be treated as internal information.

PINS

- A personal identification number (PIN) is a numeric password shared between a user and system that can be used to authenticate a user to a system.
- Avoid using predictable patterns such as “1111” or “1234” and avoid using your day/month/year that you were born (i.e. 1102) for 11th of February.
- One way to create a PIN is to create it from a word. For instance, think of the keypad of your mobile phone. The word “word” would be converted to the PIN 9673 (the W is on the 9, the O is on the 6, the R is on the 7 and the D is on the 3).
- PINS must be treated as confidential information.
- It is the responsibility of each user not to disclose a PIN he/she owns to anybody else and to change it immediately upon a suspected or confirmed disclosure.

PASSWORDS

The following password formation shall meet the following complexity requirements:

- The password must be no less than eight (8) characters.
- The password must contain characters from at least three of the following four categories:
 - Uppercase characters (A-Z).
 - Lowercase characters (a-z).
 - Base 10 digits (0-9).
 - Non-alphanumeric (i.e. !,%,@ etc.).
- The password must be a non-dictionary word.
- The password must not be based on family names, friends, pets etc.
- It is strongly recommended to use passphrases. A pass phrase is a sequence of words that provide a bigger entropy in terms of guessing a password. A good passphrase example: I love to play squash becomes IL0ve2Play\$qua£h



STARTERS AND LEAVERS CHECKLIST

DOCUMENT INFORMATION

Classification	Internal	Version Number	0.1	Status	DRAFT
Valid From		Approved By		Prepared By	Sarah Moore

VERSION HISTORY

Date	Version Number	Name	Change Description
28/04/2025	0.1	Bulletproof	Initial Document Creation

PURPOSE & SCOPE

The purpose of this document is to ensure new starters to Fleet Town Council are allocated access to the correct systems at the right permission levels for the role they have been given. This also ensures the appropriate training has been completed as part of their induction.

This document applies to all new and leaving staff of Fleet Town Council, including Councillors.



NEW STARTERS

Subject	Responsible individual
GDPR and Information Security Training Completed	
Device supplied or BYOD device approved by the Council	
All Council policies read and understood	
Email address created	
Permissions set to appropriate documentation	
Introductory email to the business	
System access granted (INSERT ALL THE SYSTEM THE CANDIDATE NEEDS)	

Commented [MD1]: Please list all the different systems a new starter may need access granted to. Do these line by line.

LEAVERS

Subject	Responsible individual
Email address de-activated	
Return of company assets completed (including all documentation and equipment)	
Work/Project hand over completed	
Access to all systems removed (INSERT ALL THE SYSTEM THE CANDIDATE NEEDS)	
Email sent to the business confirming the exit	

Commented [MD2]: Please list all the different systems a new starter may need access granted to. Do these line by line.

15. **THE VIEWS PLAYGROUND – TENDER REPORT & AWARD OF CONTRACT**

Background

The deadline for receipt of tenders for The Views Playground contract was 12:00 noon on Monday, 11 May 2026. In accordance with Financial Regulation 11.1(e), the sealed tender submissions were opened by the Executive Officer in the presence of Councillors Stanton and Tilley. The names of the bidders and their respective tender prices were duly recorded. A late submission was accepted from a contractor who had IT issues and could evidence they had made every attempt to upload their files by the required deadline.

The tenders received were evaluated against the published tender specification by a panel comprising the Facilities & Open Spaces Manager, Councillors Schofield, Einchcomb, Tilley and Stanton and a Fleet BID representative.

Tender Results

See next page for tender results.

It was noted by the panel that the instruction to not use wood (like at Edenbrook where longevity was an issue) had likely impacted the designs in a way not intended.

Public Consultation

All three contractors' designs were publicised on the Council's website.

A survey requesting feedback on residents preferred design and what they liked / did not like about each design was put out on social media, advertised through flyers delivered at the skatepark opening, a number of shops throughout Fleet and through notices given to local schools.

The survey was available from 19 May to 2 June 2026.

The results of the consultation will be circulated to Members and presented at the meeting.

Conclusion

The best scoring bid from the panel evaluation was Company B at a cost of £199,390.42. However, the evaluation panel did not make a recommendation at this stage pending the outcome of the public consultation.

Any award of contract should be subject to satisfactory references and the granting of a PWLB loan.

Section	Criteria	Max Points	Max %	% per point	COMPANY - A	COMPANY - B	COMPANY - C	COMPANY - C
Method Evaluation							DESIGN 1	DESIGN 2
Section 1. Experience and References	Experience of projects similar in size and scope with references	10	15.00%	1.50%	5	8	6	6
Section 2. Methodology and Programme	Time line programme and schedule of resources	10	10.00%	1.00%	5	7	7	7
Section 3. Design, Accessibility & Inclusivity	Suitability for range of ages/skills and social space. Range of Equipment. WOW Factor	10	25.00%	2.50%	5	8	7	7
Section 4. Quality & Compliance	Quality of equipment, adherence to design brief, standards compliance	10	25.00%	2.50%	5	8	8	8
Section 5. Maintenance & Longevity	Ease of maintenance, spares availability	10	20.00%	2.00%	7	7	7	7
Section 6. Public preference via consultation	Public Opinion - Sortlisted Designs will be presented to the Public for final voting decision							
Method Score TOTAL	Total points	50	95.00%	5.00%	50.3%	69.3%	68.0%	68.0%
Price Score	Total points from the Price Scoring Formula (maximum 10 points).	10	5.00%	0.50%	4.6	4.6	5	4.5
Price Score % TOTAL			5.00%	1.00%	2.3%	2.3%	2.5%	2.3%
TOTAL OVERALL COMBINED SCORE					52.6%	71.6%	70.5%	70.3%

EQUIP USED FOR XMAS DAY

~~Crossed out~~= have another use e.g. bar so keep either way

- 37 glass dishes
- 13 table tongs
- 48 large serving spoons for tables
- 79 bowls
- 70+ dinner plates
- 70+ small plates
- ~~180+ cups/saucers~~
- ~~17 water jugs~~
- ~~70+ wine glasses~~
- ~~70+ water glasses~~
- ~~60+ prosecco glasses~~
- 80+ spoons
- 80+ forks
- 80+knives
- 16 gravy boats
- 16 metal sauce dishes
- ~~Sharp knives~~
- 3 straining spoons
- Assorted serving spoons for kitchen
- 3 whisks
- 4 kitchen tongs
- 2 pyrex jugs
- 2 potato mashers
- mixing bowls
- 4 XL colanders
- 10 peelers
- 5 XL turkey trays
- 70 assorted oven trays
- 2 x 47L pans with lids
- 2 x 20L pans with lids
- 7+ other assorted size pans
- Metal measuring jugs
- Thermometers
- ~~Lighters~~
- Cleaning products
- Silver trays
- oven gloves
- box of Christmas aprons
- ~~Clingfilm~~
- ~~10+ chopping boards~~
- foil
- Baking paper

- 10+ heatproof towels
- 2 boxes of tea towels
- 1 heated metal tabletop gantry
- 1 large metal hot cabinet
- 1 hot plate unit
- 2 small square metal tables on wheels
- 2 large rectangular metal tables on wheels
- 1 oven/grill combo **NOTE THIS IS ON ITS LAST LEGS AND IS VERY VERY DIFFICULT TO LIGHT**
- 3 freezers in RVS