Fleet Town Council — AGENDA

Full Council — Wednesday, 2 September 2026

Issued: Friday, 21 August 2026

Dear All,

Notice is hereby given of a public meeting of the **Full Council** to be held at **7:00 PM** on **Wednesday, 2 September 2026** at the **Function Room of The Harlington**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Yours sincerely,

Rita Tong

Rita Tong
Executive Officer to Fleet Town Council
executive.officer@fleet-tc.gov.uk

AGENDA

1. Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. Questions from the Public

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

4. Chairman's Announcements

To receive announcements from the Chairman of the Council on engagements, correspondence, and matters of note since the last meeting. No decisions may be taken under this item.

5. County Councillor Reports

To receive verbal reports from the principal authority member(s).

6. District Councillor Reports

To receive verbal reports from the principal authority member(s).

7. Confirmation of Minutes

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

8. Confirmation of Committee Minutes

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration:

Development Control - 22 June, 6 July, 27 July & 24 August 2026

Establishment - 8 July 2026

Policy & Finance - 22 July 2026

PART 1 - ITEMS FOR DECISION

9. Financial Monitoring Report

a) To receive the bank reconciliation and list of payments for June and July 2026 (copies attached).

b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for June and July 2026 have been verified and signed off against the original bank statement.

RECOMMENDATIONS

a) To RECEIVE and ACCEPT the bank reconciliation for June and July 2026 and list of payments for June and July 2026.

b) To ACCEPT the statement from Councillor Stanton that the bank reconciliation and list of payments for June and July 2026 have been verified and signed.

10. Members' Motions / Notices of Motion

To consider any motions submitted by members in accordance with Standing Orders. Members are reminded that motions must be submitted in writing to the Clerk not less than 7 clear days before the meeting in accordance with Standing Order 5a.

11. Review of Financial Regulations

To update the Council's Financial Regulations to reflect the current financial system and associated procedural changes.

RECOMMENDATION

That the proposed amendments to the Financial Regulations be approved.

12. Internal Auditor Programme of Work for 2026/27

To consider and agree the internal audit programme of work including reference to any identified risks for 2026/27.

RECOMMENDATION

To approve the internal audit programme of work for 20267/27.

PART 2 - ITEMS TO NOTE

13. Harlington Lease

Members are advised that the applications to register the lease for The Harlington has now completed at the Land Registry. The Title number is HP894667.

14. Social Media Performance Report

To note a report from the Communications Officer of social media activity in June 2026.

15. Cyber Essentials Update

To receive an update on the Council's progress with Cyber Essentials, including confirmation that Fleet Town Council has successfully completed the written assessment requirements.

To note that the next stage will involve an audit of a sample of councillors and/or officers to verify compliance with the Council's documented procedures. The audit is expected to take place in mid-September 2026 and must be completed within 90 days of successful completion of the written assessment.

16. Oak Processionary Moth (OPM) - Incident

The Council has received a formal complaint and insurance claim following a reported incident involving a pet and an Oak Processionary Moth (OPM) nest on Council land at Ancells Farm.

The matter has been referred to the Council's insurers.

17. PWLB Loan Approval

Fleet Town Council has been granted approval to borrow an amount not exceeding £150,000 to fund the replacement of the existing playground equipment at The Views.

18. Date and Time of Next Meeting

The next meeting of the Council is scheduled to be held on Wednesday 7th October 2026 at 7pm at the Harlington.

PART 3 - CONFIDENTIAL ITEMS

19. Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

20. Harlington Update *(Exempt)*

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

To note that correspondence had been received from the Estates Team Leader at Hampshire County Council advising that HCC had been undertaking preparations for a new heating system for the library. The project had proved more complex than initially anticipated, and HCC had requested confirmation of the anticipated timescales for decoupling the existing heating system to ensure that the respective works could be appropriately aligned.

RECOMMENDATION

To note the update from the Chairman.

21. Potential Bad Debt *(Exempt)*

To receive an update regarding a potential bad debt.

RECOMMENDATION

To determine the Council's next steps regarding a potential bad debt.

APPENDIX I — Public Documents

7. Confirmation of Minutes

Agenda Item 7 - FC Mins July 26.pdf
Agenda Item 7 - Minutes Extraordinary Council Meeting August 2026.pdf

8. Confirmation of Committee Minutes

Agenda Item 8 - Dev Control Mins 6 July 2026.pdf
Agenda Item 8 - Dev Control Mins 22 June 26.pdf
Agenda Item 8 - Dev Control Mins 27 July 26.pdf
Agenda Item 8 - Est Mins July 26.pdf
Agenda Item 8 - Policy & Finance Minutes draft- July 26.pdf

9. Financial Monitoring Report

Agenda Item 9 - Payments Listing June 2026.pdf
Agenda Item 9 - Investment Report 30 June 2026.pdf
Agenda Item 9 - Payments Listing July 2026.pdf
Agenda Item 9 - Investment Report 30 July 2026.pdf

10. Members' Motions / Notices of Motion

Agenda Item 10 - Motion - Speeding and Road Safety.pdf
Agenda Item 10 - Motion - Speeding and Road Safety - Officer Response.pdf

11. Review of Financial Regulations

Review of Financial Regulations.pdf
Financial Regulations Sep 2026.pdf

12. Internal Auditor Programme of Work for 2026/27

Internal-Audit-Guide-2026-27.pdf

13. Harlington Lease

Official Copy of Register - EDOC REGISTRATION - HP894667.pdf
Official Copy of Title Plan - EDOC REGISTRATION - HP894667.pdf

14. Social Media Performance Report

Social Media Performance Report June 2026.pdf

17. PWLB Loan Approval

Approval Letter - (2026-27) - 017 - Fleet Town Council.pdf

Pending supporting documents

Item 4. Chairman's Announcements — Verbal Report (no document supplied)
Item 5. County Councillor Reports — Verbal Report (no document supplied)
Item 6. District Councillor Reports — Verbal Report (no document supplied)
Item 15. Cyber Essentials Update — Verbal Report (no document supplied)

FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on
Wednesday 1st July 2026 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

*	Councillor Chenery	*	Councillor Oliver
*	Councillor Davidson	*	Councillor Parker
*	Councillor Engstrom	*	Councillor Powell
*	Councillor Forster	*	Councillor Stanton
*	Councillor Holt	*	Councillor Taylor
#	Councillor Hope	*	Councillor Tilley
*	Councillor Kuntikanamata	0	Councillor Wildsmith
*	Councillor May	0	Councillor Woods

* 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
Stephanie Archer and one other member of the public – representing Velmead School staff and parents
Jerry Ward – Fleet Film Society

FC JULY 2026 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

FC JULY 2026 ITEM 2 DECLARATIONS OF INTEREST

Councillor Forster declared an Other Registerable Interest regarding Agenda Item 3 on the grounds he is an Executive Member for HCC Highways & Passenger Transport.

FC JULY 2026 ITEM 3 QUESTIONS FROM THE PUBLIC

Ms Stephanie Archer addressed the Council to request that Fleet Town Council support staff and parents of Velmead School in seeking the installation of a zebra crossing outside the school. She explained that unsafe parking and driving in the vicinity of the school make it difficult and potentially dangerous for children and parents to cross the road safely. She noted that, despite efforts over the past 18 months, the County Council had been unable to recruit a School Crossing Patrol (lollipop person) for the site. Ms Archer also highlighted that approximately 1,200 school children are injured within 500 metres of their school each year across the UK.

Councillor Forster, in his capacity as the Executive Member for Highways and Passenger Transport at Hampshire County Council, responded that the location does not currently meet the national criteria for the installation of a zebra crossing, based on the number of pedestrians crossing the road during peak periods. He advised that Hampshire County Council has been working with Velmead School and the Police on a proposed Traffic Regulation Order to extend the existing school entrance zig-zag markings and double yellow lines to the maximum permitted length. He further advised that the statutory consultation on the proposal is expected to commence shortly, with the intention of completing the works before the start of the new academic year.

Jerry Ward, representing Fleet Film Society, asked when the technical details of the proposed alternative venue would be made available. He explained that the Society plans its programme several months in advance and that the lack of information was making forward planning difficult. In particular, he requested details of whether there would be a stage and, if so, its dimensions; whether there were plans to remove ceiling tiles; the venue capacity taking account of sightlines; the size of the screen; and the proposed position of the projector.

Councillor Schofield acknowledged the frustration caused by the lack of available information, noting that The Harlington was experiencing similar challenges in forward-booking artists and events. He advised that consultants were currently developing the design for the temporary venue and that, as soon as confirmed details were available, they would be shared with user groups. It was hoped that this information would be available imminently.

FC JULY 2026 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

5th June attended together with Cllr Stanton our Executive Officer and Meetings Officer a presentation by Cloudy IT of their new meetings package and meeting room set for sound and transmission. Package looks very useful and there could be a budget request coming soon.

10th June together with representatives from BFF and Council Officers met with a Hart planning Officer for a review of the pre- application submission for the temporary venue. Generally, a very positive meeting.

10th June later attended a Harlington Working Group Meeting to appraise member of the latest developments

14th June attended the Friends of Oakley Park Brass Band Concert it was good to see other Councillors in attendance and a pleasant afternoon was enjoyed by all.

15th June together with the Executive Officer briefed our solicitors on progressing the lease on the temporary accommodation.

20th June along with a good representation of fellow councillors attended the Coffee Morning here at the Harlington. It proved to be a different event than usual as we had a number of residents attend with personal and particular issues and the meeting broke up into small groups rather than a communal session, but it appeared to work well and could establish a format for future meetings.

21st June had a formal invite to attend the Vintage Car show at the Elvetham Hotel, but having queued for 25 minutes on Fleet Road soon after the Elvetham Heath roundabout and then unable to find a parking space in the hotel grounds I abandoned the mission and sent my apologies to the organisers. From the level of traffic and on-site parking it looked to be a very successful event.

FC JULY 2026 ITEM 5 HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Councillors:

Cllr Oliver

- A number of highway works are scheduled to take place in Church Crookham over the summer, including resurfacing works on Beacon Hill Road and the installation of a zebra crossing in Sandy Lane. These works may have an impact on Fleet residents.

Cllr Forster

- A number of highway works are also planned within Fleet. Whilst works are sequenced where possible to minimise congestion, programmes can be affected by emergency works.
- SGN continues to undertake its gas main replacement programme, and forthcoming works are likely to have an impact on traffic flow.
- The Judicial Review relating to the Government's proposals for Local Government Reorganisation in Hampshire is progressing. However, the councils involved continue to prepare for reorganisation, as there are concerns that any further delays could jeopardise the current implementation timetable.
- Hampshire County Council has launched a Crisis and Resilience Fund to provide support to low-income households experiencing a financial shock or who are at risk of falling into financial crisis.

Councillor Stanton asked about the cause of the water flowing down Fleet High Street. Councillor Forster advised that it was due to a water main leak, which had been reported.

Councillor Parker asked whether more official communications could be issued regarding planned roadworks and their anticipated impacts. Councillor Forster advised that communications are the responsibility of Hampshire County Council but recommended that residents sign up to Causeway one.network, the platform used by highway authorities, utility companies and contractors to provide information on planned roadworks.

The following report was received from Hart District Councillor Alan Oliver:

- Hart District Council will launch a Community Grant Scheme on 13 July 2026, with £440,000 available to support community projects. Members were encouraged to review the eligibility criteria and promote the scheme to local community groups.

FC JULY 2026 ITEM 6 MINUTES OF PREVIOUS MEETINGS

The minutes of the Full Council meeting held on 3rd June 2026 were approved and signed by the Chairman.

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

- Development Control 8th and 22nd June 2026 (if available)
- RLA 17th June 2026

FC JULY 2026 ITEM 7 FINANCIAL MONITORING REPORT

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

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

RESOLVED

a) That the bank reconciliation and list of payments for May 2026 be received and accepted.
b) That the statement from Councillor Stanton confirming the verification and sign-off of the May I 2026 bank reconciliations and list of payments be accepted.

FC JULY 2026 ITEM 8 THE VIEWS PLAYGROUND – PWLB APPLICATION

Members noted that the tender for a replacement playpark at The Views had been awarded and, as it is being procured on a fixed-price basis, the Council could now formally request a PWLB loan to cover the cost of delivery.

Members were reminded that the 2026/27 budget already includes provision for a six-month loan repayment based on a £350,000 borrowing envelope (to cover two capital projects, including this playpark). Consequently, no increase in precept is required to service this loan.

In forming their decision, Members considered the following documents:

a) Business Case
b) Annex A – Summary Budget and Forecast
c) Annex B – Estimated Repayment Costs
d) Annex C – Resident Feedback

RESOLVED

a) To note the Business Case and supporting annexes demonstrating the need, financial sustainability, and community support for the project.
b) To confirm that loan repayments for the skatepark project will be met from within the existing 2026/27 budget allocation for capital projects.
c) To seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £150,000 over the borrowing term of 15 years for the replacement of the playpark at The Views. The annual loan repayments will come to around £14,800. It is not intended to increase the council tax precept for the purpose of the loan repayments.
d) To delegate authority to the Executive Officer, in consultation with the Chairman of the Council, to finalise and submit the PWLB loan application and to take all necessary actions to progress the project to construction stage once approval is secured.

FC JULY 2026 ITEM 9 2026 CHRISTMAS DAY LUNCH

Members received a report from the Christmas Lunch Working Group on current and future options.

RESOLVED

a) To note the report of the Christmas Day Lunch Working Group.
b) To approve the continuation of the Christmas Day event in 2026.
c) To approve changing the catering provision from a hot Christmas meal to a high-quality cold festive buffet or afternoon tea.
d) To note that the event remains subject to the recruitment of a suitably trained volunteer to undertake the role of Responsible Person.
e) To authorise the Projects & Committee Officer to proceed with detailed planning on this basis and report back to the Christmas Lunch Working Group with a proposed menu, programme and final delivery arrangements.

FC JULY 2026 ITEM 10 PLANT BASED TREATY – REQUEST FOR COUNCIL ENDORSEMENT

Members considered a request from a member of the public that Fleet Town Council endorse the Plant Based Treaty.

Members noted that it was a personal choice to have a plant-based diet.

RESOLVED

To decline to endorse the Plant Based Treaty on the grounds that endorsement of international policy campaigns falls outside the Town Council's statutory remit whilst reaffirming the Council's commitment to environmental sustainability within the delivery of its own services.

FC JULY 2026 ITEM 11 BANK MANDATE

In accordance with Financial Regulation 5.1, Full Council approval is required to amend the Council's bank mandate.

Following the appointment of Georgia Dunphy as Finance & Administration Manager, it is necessary to add her to the Council's bank mandate to enable her to set up payments within the Council's banking system as part of her duties. In line with the Council's financial controls, this authority will be limited to the preparation of payments and will not alter the existing authorisation requirements for payment approval.

RESOLVED

To approve the addition of Georgia Dunphy, Finance & Administration Manager, to the Council's bank mandate to enable her to set up payments in accordance with the Council's Financial Regulations.

FC JULY 2026 ITEM 12 HARLINGTON UPDATE

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

BFF has now completed RIBA Stage 3 and issued a draft report. However, the appendix from Synergy remained outstanding. This appendix will include updated project costs and programme timescales, which are key components of the report. A review of the completed report was scheduled for Monday 6 July 2026.

The planning application for the project is due to be submitted during July.

Synergy has commenced market engagement by showing prospective principal contractors around The Harlington. Five contractors have expressed an interest in tendering for the works. As part of the procurement process, Synergy will undertake financial due diligence on each contractor to assess their financial standing and suitability.

Members noted that pre-application advice had been received from Hart District Council in respect of the proposed alternative venue and that no significant planning concerns had been identified.

An update was also provided on the ongoing lease negotiations for the alternative venue. In considering the landlord's current position, Members discussed the financial and operational risks to the Council and agreed the Council's proposed response.

In light of the forthcoming summer recess, Members requested that the Executive Officer continue to keep them informed of progress with the lease negotiations.

RESOLVED
To note the update from the Chairman.

FC JULY 2026 ITEM 13 ANNOUNCEMENTS

The following announcements were made:

- Fleet Carnival is on 4 July 2026 and the Council has a stall booked to engage with residents. Members are encouraged to attend if available.

FC JULY 2026 ITEM 14 SOCIAL MEDIA PERFORMANCE

Members noted a report from the Communications Officer of social media activity in May 2026.

FC JULY 2026 ITEM 15 CCTV

Members noted Hart District Council responses to queries raised relating to details of the CCTV contract, including provisions for equipment replacement, and clarification as to why previous instructions for cameras to operate on a panning setting have not been maintained.

FC JULY 2026 ITEM 16 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 2nd September 2026 at 7pm at the Harlington.

The meeting closed at 8.45pm.

Signed…………………………………………… Date:…………………………..
Chairman

FLEET TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING

held on
Tuesday 4 August 2026 at 7pm

* Councillor Schofield (Chairman)

0 Councillor Einchcomb (Vice Chairman)

*	Councillor Chenery	*	Councillor Oliver
*	Councillor Davidson	*	Councillor Parker
*	Councillor Engstrom	*	Councillor Powell
*	Councillor Forster	*	Councillor Stanton
*	Councillor Holt	#	Councillor Taylor
#	Councillor Hope	*	Councillor Tilley
#	Councillor Kuntikanamata	#	Councillor Wildsmith
#	Councillor May	*	Councillor Woods

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

Also in attendance:
Rita Tong – Executive Officer
Alex Robins – Harlington General Manager
Paul Grinham – Synergy (Project Manager)
Helen Grassley – BFF (Lead Architect)
Saffron Nicholson - BFF

FC AUG 2026 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

FC AUG 2026 ITEM 2 DECLARATIONS OF INTEREST

Councillor Forster declared an Other Registerable Interest in respect of Agenda Item 5, on the grounds that his wife runs Sasha's Project, which is a current tenant at The Point, and that Charlotte Tickner, Managing Director of Fleet Phoenix, another tenant at The Point, is a trustee of Sasha's Project. Councillor Forster remained in the Chamber and took part in the debate.

FC AUG 2026 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC AUG 2026 ITEM 4 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 2nd September 2026 at 7pm at the Harlington.

Part 3 CONFIDENTIAL ITEMS

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to matters of a commercial nature being discussed.

RESOLVED

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

FC AUG 2026 ITEM 5 HARLINGTON DEVELOPMENT PROJECT

Members received a presentation from BFF and Synergy on the RIBA Stage 3 report, including a comparison with the RIBA Stage 2 design. A number of potential value engineering options were presented and discussed.

Paul Grinham outlined the next steps in the project and recommended appointing the Lead Contractor during RIBA Stage 4 to assist with finalising the detailed design and providing real-time costings. He explained that this two-stage Design and Build approach would enable the Lead Contractor to develop a detailed understanding of the building, thereby reducing risk and avoiding the need to build significant risk allowances into the contract price. He advised that five organisations had visited the building and expressed an interest in tendering for the project.

Concern was raised as to whether a closed-tender, two-stage Design and Build approach would comply with local government procurement requirements. The Executive Officer was asked to obtain legal advice on the matter.

Members were reminded that progressing to RIBA Stage 4 would not commit the Council to completing the project. There would still be several decision points at which the Council could choose not to proceed. However, if the project were halted at the end of RIBA Stage 3, much of the work undertaken to date would have limited future value. By contrast, completing RIBA Stage 4 would result in a fully developed scheme that could be delivered at a later date should the Council wish to do so.

Members were advised that the Council had finally received the draft lease for the alternative venue. An initial review had not identified any significant concerns, although the Council's solicitors were expected to provide their formal advice later that week.

RESOLVED

a) That the value engineering proposals set out in the confidential appendix be approved or rejected as detailed therein.
b) That the project progress from RIBA Stage 3 to RIBA Stage 4.
c) That the Executive Officer obtain legal advice on the proposed procurement process.

The meeting closed at 9.35pm.

Signed…………………………………………… Date:…………………………..
Chairman

Fleet TOWN COUNCIL

MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 6th July 2026
at 7pm in the Function Room, The Harlington

Present:
Cllr May
Cllr Holt
Cllr Schofield

Officers: Charlotte Benham

1	**Apologies** Apologies received from Cllr Chenery and Hope
2	**Declarations of interest to any item on the agenda** None declared
3	**Public Session** None present
4	**Approval of the Minutes** The minutes of the development and control meeting held on Monday 22nd June 2026 were accepted as a correct record of the meeting.
5	26/00799/HOU 57 Elvetham Road,Fleet,Hampshire, GU51 4QP Erection of part two storey and part single storey rear extension, roof alterations including insertion of roof windows, a hip-to-gable conversion to front and an increased central ridge height to facilitate the conversion of the loft to habitable accommodation and alterations to doors to ground floor rear Comments required by 8 July • Increase from 4 to 7 bedrooms - increased floor area and extending the ridge height to make access to 2 additional bedrooms in the roof. • Does increase the mass and bulk of the dwelling • The rear elevation is totally out of keeping with the character of the Conservation Area but does not affect the street scene and is well screened by trees

	• There has been a total loss of soft landscaping to the extensive front garden completely contrary to the character of the Conservation Area and Fleet Neighbourhood Plan Policy 15. NO OBJECTION to house alterations themselves but suggest some soft landscaping be added back to the front of the plot 26/00907/HOU 15A Avondale Road,Fleet,GU51 3BH Erection of a first floor front extension, replacement of a door to ground floor side with a window, alterations to windows to first floor front, rear and side and insertion of a rooflight Comments required by 8 July • Minor infill at the first floor - does not look to pose any issues. • Introduction of shower room adjacent to a study looks like a 5th bedroom, but no increase in parking requirement above four bedrooms. NO OBJECTION 26/01025/HOU Old Station Masters Cottage,12 Minley Road,Fleet, GU51 2RA Demolition of garage and erection of a two storey rear and side extension Comments required by 15 July • The proposed development is architecturally sound, enhances the original structure and maintains it original character by use of similar materials. • The only issues are proximity to the adjoining property which has several side facing windows but there are no side windows in the proposed extension which removes any overlooking. Only issue is the potential loss of light to any occupied rooms. • Minley Road is a busy road and there is no adjacent parking area so all the properties on this frontage park in their front gardens. The parking plan shows four parking areas. • A non-planning issue but a concern about the potential disruption on Minley Road from construction vehicles and delivery vehicles. This is a very busy thoroughfare. NO OBJECTION 26/00879/HOU 57B Elvetham Road,Fleet,GU51 4QP Reconfiguration of driveway access to include extension of the existing 3 bar post and rail fence, widening of the shared driveway access to approximately 6.7m, construction of brick piers, installation of driveway access gates and pedestrian access gates and laying of a permeable driveway surface Comments required by 15 July

	• This development lies within the NFCA Character Area 8. Para 7.2 of the NFCA Management Proposals states "The need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the conservation area. • The proposed extensive use of brickwork and solid gates would completely urbanise the frontage. • Although currently not overly attractive the access does better reflect the more sylvan character of the area. OBJECTION 26/01068/FUL 122C Reading Road South,Fleet,Hampshire, GU52 7TP Formation of access Comments required by 17 July • This does appear to be an unusual arrangement with a shared access and the applicant's concerns are fully appreciated. • The relocation of the access point would require some extensive work to remove trees to the front of the property and a section of low brick wall. • The right to a new dropped kerb is a highways issue and not a planning issue. Without any detailed proposal of the proposed access and the finished entrance it is not possible to comment. 26/01064/HOU 16 Larchfield Road,Fleet,Hampshire, GU52 7LW Erection of a single storey rear extension following demolition of existing conservatory and alterations to fenestration to ground floor side and rear Comments required by 20 July • Removal of a traditional conservatory and replacement with a more modern durable structure. • Although it lies in the Basingstoke Canal Conservation Area the housing in this area is of no historical or architectural significance. • The well treed boundary with the canal is to be retained so there are limited views. • There is the loss of a garage but this does not now count as a parking space and there is no change in the number of bedrooms. • 3 cars can be accommodated on site with the loss of soft landscaping to the front garden contrary to the Fleet Neighbourhood Plan Policy 15 Residential Front Gardens NO OBJECTION in principle
6	**To Note:** Review of weekly lists

7	**Noted:** **Hart Planning Meeting Dates** 15th July
8	**Date of Next Development Control Committee Meeting** 27th July

Meeting closed: 7.45pm

Signed:..

Date: ....

Fleet
TOWN COUNCIL

MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 22nd June 2026
at 7pm in the Function Room, The Harlington

Present:
Cllr Chenery
Cllr Hope
Cllr Holt

Officers: Charlotte Benham

1	**Apologies** Apologies received from Cllr Schofield
2	**Declarations of interest to any item on the agenda** None declared
3	**Public Session** None present
4	**Approval of the Minutes** The minutes of the development and control meeting held on Monday 8th June 2026 were accepted as a correct record of the meeting.
5	26/00754/HOU 5 Sussex Gardens Fleet Hampshire GU51 2TL Erection of a rolling gate for the driveway and pedestrian access gate Comments required by 26 June • No impact on neighbouring property but creating a 1.8m high front garden fence, with a 1.8m high gate is generally in breach of Fleet Neighbourhood Plan Policy 10 General Design Management - 10.1 development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale density massing separation layout materials and access - 10.2 Architectural design shall reflect high quality local design references and reinforce local distinctiveness. • This type of gate and high front fence is totally out of keeping with local character • Hart Local Plan policy NBE10 Design - All developments should seek to achieve a high quality design and positively contribute to the overall appearance of the local area

	No objection to fence and gate in principle but OBJECTION to proposed height 26/00925/HOU 40 Guildford Road Fleet Hampshire GU51 3EY **Demolition of conservatory and erection of a single storey rear extension, single storey front extension and alterations to fenestration** Comments required by 29 June • Very well screened site. • No impact on neighbours. • No change in the number of beds. NO OBJECTION 26/00889/HOU 56 Basingbourne Road Fleet GU52 6TH **Erection of single storey front and rear extensions with new roof following demolition of existing utility, detached garage and open porch, with the installation of solar panels** Comments required by 29 June • Significant increase in bulk and mass. • Does not appear to impact on neighbours. • No change in the number of beds and remains a bungalow. • Quite a change to the front elevation, but it is not out of keeping with the general character of the area. NO OBJECTION as long as materials complement the local character 26/00963/CON 323 Fleet Road Fleet GU51 3BU **Details pursuant to conditions 4 (Fumes and Odours) and 5 (Noise and Vibration) of Planning Permission 26/00302/FUL Change of use from a barber's/hair shop to a restaurant, installation of a commercial kitchen extraction system with external ducting terminating at the side and rear elevations, together with associated internal alterations and ancillary works** Comments required by 01 July • Planning approval had the front extractor venting to the chimney – possibly reflected in the drawing, and the rear extractor had to be to a tall chimney to the rear extension. • This does not fit with the application description: *installation of a commercial kitchen extraction system with external ducting terminating at the side and rear elevations, together with associated internal alterations and ancillary works.* Needs to challenged. HOLDING OBJECTION until extractions/ducting clarified as above
6	**To Note:** Review of weekly lists
7	**Noted:** **Hart Planning Meeting Dates** 15th July

8	**Date of Next Development Control Committee Meeting** 13th July – *note date may change*

Meeting closed: 7.25pm

Signed:..

Date: ....

Fleet TOWN COUNCIL

MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

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

Present:
Cllr Davidson
Cllr Holt
Cllr Schofield
Cllr Chenery
Cllr Hope

Officers: Charlotte Benham

1	**Apologies** No apologies received
2	**Declarations of interest to any item on the agenda** Cllr Chenery declared an interest in 45 Dukes Mead.
3	**Public Session** None present
4	**Approval of the Minutes** The minutes of the development and control meeting held on Monday 6th July 2026 were accepted as a correct record of the meeting.
5	26/01040/FUL Land Outside 187,Fleet Road,Fleet Installation of a proposed BT street hub and removal of existing BT phone kiosk Comments required by 24 July • HCC Highways indicate it should not be a distraction to motorists. • The location is close to M&S and Sainsbury but on the other side of the road and pedestrians frequently cross the road at this point to avoid walking to the nearest crossing point. • Does look like it will be a distraction to motorists as well as being out of keeping with the general street scene. • No benefit to public, only BT. OBJECTION

26/01041/ADV
Land Outside 187,Fleet Road,Fleet
Display of advertisements
Comments required by 24 July

- HCC Highways indicate it should not be a distraction to motorists.
- The location is close to M&S and Sainsbury but on the other side of the road and pedestrians frequently cross the road at this point to avoid walking to the nearest crossing point.
- Does look like it will be a distraction to motorists as well as being out of keeping with the general street scene.
- No benefit to public, only BT.

OBJECTION

26/01106/HOU
26 Kent Road,Fleet,Hampshire, GU51 3AH
Erection of a single storey rear extension following demolition of existing rear extension
Comments required by 31 July

- No immediate impact on neighbours and no impact on the street scene.
- Addition of a downstairs utility room with toilet, sink and shower adjacent to a snug, with access to the kitchen creates the opportunity for an annex.
- Number of bedrooms of the host building is not known.

NO OBJECTION subject to condition it does not become an separate dwelling and subject to confirmation of adequate parking for no. of bedrooms

26/01092/HOU
57A Westover Road,Fleet,Hampshire, GU51 3DE
Erection of a single storey side and rear extension
Comments required by 5 August

- Side extension potentially eliminates any external access to the rear garden which means bins will need to be stored to the front of the house. A front storeroom is incorporated into the design which can accommodate waste bins.
- This potentially future proofs the accommodation with a ground floor bathroom (with shower) and a living room that could be converted into a bedroom.
- No immediate impact on neighbours and minor impact on the street scene.

NO OBJECTION

26/01173/HOU
37 Glen Road,Fleet,Hampshire, GU51 3QS
Demolition of existing timber access ramp and erection of an open front porch, conversion of garage and alterations to fenestration
Comments required by 5 August

- Converting an upside down house into a conventional house – removing ramp make property more in keeping with street scene.
- Removes a significant access structure.
- Potentially a 4 bedroom house but as a snug shown as having access to a downstairs shower this potentially is a 5 bedroom house - but there is adequate on-site parking.
- The current front garden is given over to parking with very little soft landscaping.

	• Although it is unlikely that Fleet Neighbourhood Plan Policy 15 Residential gardens will be met i.e. the retention of at least 50% of the original garden area as soft landscaping, there is the opportunity to introduce an area of soft landscaping. NO OBJECTION but suggest adding some soft landscaping to frontage 26/01176/HOU 45 Dukes Mead,Fleet,Hampshire, GU51 4HD Erection of a two storey front extension and insertion of window to first floor rear Comments required by 6 August • Proposed front extension does not create any negative impacts. • The new front development would be softened with a retention of the tile hanging to the upper floor front elevation. • No increase in bedrooms, just enlarging them. NO OBJECTION 26/01183/HOU 5 Velmead Road,Fleet,Hampshire, GU52 7JY Partial conversion of garage to habitable accommodation and raising garage roof height Comments required by 7 August • This is a very modest conversion of the rear end of a linear double garage to provide a study. • Loss of a garage space does not appear to impact parking, except all parking has to be contained on the front garden as a single garage no longer counts as a parking space. • No change in the number of bedrooms and 3 or 4 cars can be accommodated on site. NO OBJECTION
6	**To Note:** Review of weekly lists
7	**Noted:** **Hart Planning Meeting Dates** 19th August
8	**Date of Next Development Control Committee Meeting** 10th August
Meeting closed: 7.45pm **Signed:...** **Date: ....**	

FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING
held on
Wednesday 8th July 2026 at 7pm

* Councillor May (Chairman)

*	Councillor Einchcomb	0	Councillor Powell
*	Councillor Holt	*	Councillor Schofield
#	Councillor Wildsmith	0	Councillor Woods

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

Also in attendance:
Rita Tong – Executive Officer

EST JULY 2026 ITEM1 ELECTION OF CHAIRMAN

Cllr May was nominated and seconded for the position of Chairman of the Establishment Committee.

RESOLVED
That Councillor May be elected Chairman of the Establishment Committee for the 2026/27 municipal year.

EST JULY 2026 ITEM 2 ELECTION OF VICE CHAIRMAN

The election of the Vice Chairman was deferred until the next meeting.

EST JULY 2026 ITEM 3 APOLOGIES

Members received and accepted the apologies as noted above.

EST JULY 2026 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST JULY 2026 ITEM 5 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

EST JULY 2026 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes of the Establishment Committee meeting held on 25th February 2026 were approved and signed by the Chairman.

EST JULY 2026 ITEM 7 EMPLOYMENT LAW UPDATE – ZERO-HOURS CONTRACTS

Members noted that the Government is consulting on the implementation of new employment rights for workers engaged on zero-hours contracts and discussed the potential implications for Fleet Town Council.

RESOLVED

a) That authority be delegated to the Executive Officer and the General Manager of The Harlington to prepare and submit the Council's response to the consultation.

b) That the draft consultation response be circulated to members of the Establishment Committee for comment prior to submission.

EST JULY 2026 ITEM 8 TRAINING UPDATE

Members noted training received by Officers since the last Establishment Committee meeting.

EST JULY 2026 ITEM 9 STAFFING UPDATES

Members noted staffing updates since the previous Establishment Committee meeting.

EST JULY 2026 ITEM 10 HEATWAVE JUNE 2026

Members noted that, during the recent period of exceptionally high temperatures, the Executive Officer authorised the office to close at 1.00pm on Wednesday 24 June, Thursday 25 June and Friday 26 June 2026. Despite the use of a portable air conditioning unit, the internal office temperature exceeded 30°C by early afternoon on each day. Having assessed the conditions, the Executive Officer determined that the working environment was no longer suitable for staff to remain in the office and, in the interests of staff welfare and health and safety, staff were permitted to leave early.

EST JULY 2026 ITEM 11 NJC PAY AWARD 2026

Members noted that the National Joint Council (NJC) employers have made a pay offer of **3.3%** on most spinal column points for 2026/27. This compares with the **3.5%** pay increase approved by Fleet Town Council for its employees for the same period. The Council's pay award therefore remains above the current national offer.

EST JULY 2026 ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 18th November 2026 at 7pm in The Harlington (Music Room).

<u>Part 3 CONFIDENTIAL ITEMS</u>

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

RESOLVED

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

EST JULY 2026 ITEM 13 STAFF SALARY RECOMMENDATIONS FOR 2026/27

Members considered a query raised by a member of staff regarding the implementation of the Council's 2026/27 salary recommendations and reviewed the matter in light of the information provided.

RESOLVED

a) That the salaries of the affected members of staff be amended in accordance with the Committee's decision.
b) That delegated authority be granted to the Executive Officer to communicate the outcome to the affected employees and implement the necessary payroll changes.
c) That the process for determining staff salaries be reviewed.
d) That the Executive Officer prepare costed options for consideration by a Salary Review Working Group comprising all members of the Establishment Committee.
e) That the Salary Review Working Group meet prior to the commencement of the 2027/28 budget-setting process.

The meeting closed at 8.45pm.

Signed: ………………………… Date………………………
Chairman

FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 22nd July 2026 at 7pm
at The Harlington

*	Councillor Davidson	*	Councillor Stanton
*	Councillor Einchcomb	*	Councillor Taylor
*	Councillor Engstrom	*	Councillor Tilley
*	Councillor Holt	*	Councillor Wildsmith
*	Councillor Parker	*	Councillor Woods
*	Councillor Schofield		

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

Also in attendance:
Rita Tong – Executive Officer

PF JULY 2026 ITEM 1 ELECTION OF CHAIRMAN

Councillor Holt was proposed by Councillor Woods and seconded by Councillor Stanton for the position of Chairman.

Councillor Taylor was proposed by Councillor Einchcomb and seconded by Councillor Engstrom for the position of Chairman.

Councillor Holt withdrew his nomination.

RESOLVED
That Councillor Taylor be elected as Chairman of the Policy & Finance Committee for the local government year 2026/2027.

PF JULY 2026 ITEM 2 ELECTION OF VICE CHAIRMAN

Councillor Davidson was proposed by Councillor Woods and seconded by Councillor Holt. There were no other nominations.

RESOLVED
That Councillor Davidson be elected as Vice Chairman of the Policy & Finance Committee for the local government year 2026/2027.

PF JULY 2026 ITEM 3 APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF JULY 2026 ITEM 4 DECLARATIONS OF INTEREST

Councillor Taylor declared an *Other Registerable Interest* in Agenda Item 7, on the grounds that he is a leader of one of the organisations listed as a debtor.

Councillor Schofield declared a *Disclosable Pecuniary Interest* in Agenda Item 12, on the grounds that he has an outstanding mileage claim to submit. He took no part in the discussion or vote on this item.

PF JULY 2026 ITEM 5 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

PF JULY 2026 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 22nd April 2026 were approved and signed by the Chairman.

PF JULY 2026 ITEM 7 QUARTERLY FINANCIAL MONITORING REPORT

Members considered and agreed the quarterly report for the period ending 30 June 2026.

Reports for 2026/27 as at 30 June 2026:

a. Q1 Income & Expenditure Account
b. Q1 Budget Monitoring Report
c. Balance sheet as at 30 June 2026
d. List of Purchase Ledger Payments
e. List of Debtors
f. Harlington Performance Totals

Members noted that the Ancells Farm Community Centre kitchen refurbishment project had come in significantly under budget and asked officers to review whether an oven could be installed.

Members also noted that these were the first reports they had seen from the new accounting package, Xero. They requested that, if possible, the Income Statement should include the full-year budget.

RESOLVED

a) That the Quarterly Report and accounts for the period ended 30 June 2026 be received and approved.
b) That the EMR Ancells Bus be reallocated to the 2026/27 Grants budget, and that any unspent grants budget at year end be allocated to the EMR New Venue Fit Out.

PF JULY 2026 ITEM 8 INVESTMENT REPORT

Members considered the quarterly investment report for the period ending 30 June 2026.

Account	Funds
HSBC Current Bank Account	£363,549.47
HSBC Savings Account	£1,129,896.29
CCLA Public Sector Deposit Fund	£3,124,129.62
TOTAL	**£4,617,575.38**

RESOLVED

a) That the balances held in the Fleet Town Council accounts be noted.
b) That the Executive Officer review the Council's forthcoming cashflow requirements and, following that review, transfer any surplus funds from the HSBC Savings Account to the CCLA Public Sector Deposit Fund, with the aim of maximising interest income.

PF JULY 2026 ITEM 9 REVIEW OF GRANT CATEGORIES

Members considered a report from the Executive Officer regarding the Council's current community funding arrangements, grant categories and budget allocations.

RESOLVED

a) That the existing grant budgets be simplified as follows:
    - The Community Support and Community Grants budgets be combined into a single Community Grants budget.
    - The delegated Grant Aid in Kind scheme be incorporated within the Council's Grants Policy.
    - Recurring annual grants continue to be funded through their existing arrangements.
b) That the Council promote the availability of grants funding, and any awards made, via its social media channels.

PF JULY 2026 ITEM 10 GRANTS

Members considered an application for grant funding from St Philip's & St James Church in the sum of £1,000 to refurbish the toilets in the community hall.

Members reviewed the record of grants awarded for 2026/27 and noted that their decision at Annual Council to grant peppercorn rents for the remainder of lease periods for a number of tenants.

RESOLVED

a) To award the grant application for support towards refurbishing toilets in a community hall.
b) To note the record of grants awarded for 2026/27.
c) To reflect the peppercorn rents on the record of grants awarded.

PF JULY 2026 ITEM 11 PURCHASE OF GOVMEETINGS

Members considered a report from the Executive Officer regarding the purchase and implementation of GovMeetings.

Members noted that the Council holds approximately 60 meetings per year, resulting in a cost per meeting of £22.40 in Year 1 and £37.35 in Years 2 and 3. They believed this represented good value for money.

RESOLVED

That the purchase of GovMeetings be authorised on a three-year contract, at a cost of £1,343 in Year 1 and £2,241 in Years 2 and 3; and that the cost be met from the IT Budget, or, if necessary, from the Professional Fees budget for Central Administration.

PF JULY 2026 ITEM 12 HMRC MILEAGE RATE INCREASE

Members considered the recent announcement that the HMRC-approved mileage rate for cars has increased from 45p to 55p per mile, with effect from 1 April 2026.

Members noted that the revised rate does not apply automatically unless the Council's mileage policy or employment terms provide for payment at the prevailing HMRC rate. The Council's current contractual rate of 45p per mile will therefore continue to apply unless Members approve an amendment.

Members also noted that this rate applies to councillors claiming mileage for Council duties.

RESOLVED

a) That the HMRC mileage rate of 55p per mile be adopted with effect from 1 April 2026.
b) That staff contracts be amended to reflect this change in terms and conditions.

PF JULY 2026 ITEM 13 PRIVACY POLICY – GENERAL

Members reviewed the updated *Privacy Policy – General*.

RESOLVED
That the updated *Privacy Policy – General* be approved.

PF JULY 2026 ITEM 14 PRIVACY POLICY – STAFF, COUNCILLORS AND ROLE HOLDERS

Members reviewed the updated *Privacy Policy – Staff, Councillors and Role Holders* and requested that Section 12 be amended to be similar in format to the comparable section 9 of the *Privacy Policy – General.*

RESOLVED
Subject to the amendments above, the *Privacy Policy - Staff, Councillors and Role Holders* be approved.

PF JULY 2026 ITEM 15 FIXED ASSET POLICY

Members reviewed the new *Fixed Asset Policy* and requested that section 7 be amended to remove the reference to depreciation and changed instead to market value.

RESOLVED

a) Subject to the amendments above, the *Fixed Asset Policy* be approved.
b) That Financial Regulations be amended to reflect the increased value of disposal requiring Council approval from £250 to £500.

PF JULY 2026 ITEM 16 ANNOUNCEMENTS

Members were advised that an Extraordinary Full Council meeting would be called to consider matters around the Stage 3 report on the Harlington renovation project.

PF JULY 2026 ITEM 17 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 21st October 2026 at 7pm in the Harlington.

There being no further business the meeting closed at 8.42pm.

Signed: …………………………. Date: ……………………
Chairman

Payable Invoice Summary

Fleet Town Council
For the period 1 June 2026 to 30 June 2026

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	STATUS
1 Jun 2026	County Supplies Hampshire County Council	58349013	100.80	Paid
1 Jun 2026	Cloudy IT	INV-D-11841	54.00	Paid
1 Jun 2026	Comfort Building Services Limited	Z003366	891.20	Paid
1 Jun 2026	Shelfguard Systems	18673	84.00	Paid
2 Jun 2026	CIA Fire & Security Ltd	302376	1,174.37	Paid
2 Jun 2026	Molson Coors	908709186	1,136.64	Paid
2 Jun 2026	Online Playgrounds	1628	4,304.16	Paid
3 Jun 2026	Castle Water Limited - AFCC - DD	10010187161	168.01	Paid
3 Jun 2026	Castle Water Limited - Harlington - DD	10010186433	673.37	Paid
3 Jun 2026	Mulberry Local Authority Services Limited	2295	54.00	Paid
4 Jun 2026	Castle Water Limited - Basingbourne Park - DD	10010239648	49.08	Paid
4 Jun 2026	Hart District Council	84029077	70.00	Paid
4 Jun 2026	Castle Water Limited - Calthorpe Park - DD	100110220531	85.20	Paid
4 Jun 2026	Castle Water Limited - Ancells Park - DD	10010238706	38.31	Paid
5 Jun 2026	Paymentsense Ltd - DD	6442691	17.88	Paid
5 Jun 2026	Comfort Building Services Limited	#Z003378	4,583.88	Paid
5 Jun 2026	Ben Donaldson	HC-05	150.00	Paid
5 Jun 2026	Paymentsense Ltd - DD	6442692	113.94	Paid
6 Jun 2026	Sage (UK) Ltd - DD	GB-02104087	48.60	Paid
7 Jun 2026	HSBC - DD	STMT070626	47.84	Paid
8 Jun 2026	County Supplies Hampshire County Council	PO-0031	151.20	Paid
8 Jun 2026	South East Water	NARS 29361	101.50	Paid
8 Jun 2026	HSBC Credit Card - Rodney Marshall - DD	STMT080626-RM	166.35	Paid
8 Jun 2026	Hart District Council	41000776	5,566.64	Paid
8 Jun 2026	The Comedy Club Ltd	18APR26	1,200.00	Paid
8 Jun 2026	Money for Nothing UK Ltd	MDKSE9KA-202558	3,240.00	Paid
8 Jun 2026	HSBC Credit Card - Ben Crane - DD	STMT080626	631.93	Paid
9 Jun 2026	Total Energies Gas & Power Limited - DD	415847800/26	77.63	Paid
9 Jun 2026	Total Energies Gas & Power Limited - DD	415847767/26	199.72	Paid
9 Jun 2026	Sian Taylor	May Mileage	27.00	Paid
9 Jun 2026	Total Energies Gas & Power Limited - DD	415847811/26	1,541.24	Paid
9 Jun 2026	South & South East Bloom	4202	750.00	Paid
9 Jun 2026	Molson Coors	908719396	1,082.52	Paid
10 Jun 2026	Infinity Playgrounds Ltd	BH-26.068	2,353.94	Paid
10 Jun 2026	Hogs Back Brewery Ltd	INV-65892	330.83	Paid

10 Jun 2026	Infinity Playgrounds Ltd	INV-02027	4,900.40	Paid
11 Jun 2026	Crown Tree Consultancy	8856	840.00	Paid
11 Jun 2026	Broxap	0000349694	1,844.40	Paid
11 Jun 2026	Booker Limited - DD	0233620	236.47	Paid
11 Jun 2026	Comfort Building Services Limited	#Z003386	393.12	Paid
11 Jun 2026	Comfort Building Services Limited	#Z003391	930.42	Paid
12 Jun 2026	Xero (UK) Ltd - DD	INV-29839174	72.80	Paid
12 Jun 2026	GC Lighting	60	120.00	Paid
12 Jun 2026	GC Lighting	59	270.00	Paid
14 Jun 2026	Hollie Rogers Music	2611	3,119.98	Paid
15 Jun 2026	Focus Group	11171715	56.40	Paid
15 Jun 2026	Miles Wheway	MWI0140	300.00	Paid
15 Jun 2026	Morr & Co LLP	BB1.173034.5	3,000.00	Paid
16 Jun 2026	Molson Coors	908730879	616.57	Paid
16 Jun 2026	NPower Business Solutions - DD	IN15773459	146.00	Paid
16 Jun 2026	NPower Business Solutions - DD	15773421	42.51	Paid
16 Jun 2026	NPower Business Solutions - DD	IN15773420	142.24	Paid
16 Jun 2026	NPower Business Solutions - DD	IN15773458	49.09	Paid
16 Jun 2026	NPower Business Solutions - DD	IN15720317	3,230.52	Paid
16 Jun 2026	NPower Business Solutions - DD	IN15773422	73.99	Paid
16 Jun 2026	NPower Business Solutions - DD	IN15660171	46.82	Paid
17 Jun 2026	Comfort Building Services Limited	#Z003390	100.20	Paid
17 Jun 2026	Guns 2 Roses	0099	1,500.00	Paid
18 Jun 2026	Comfort Building Services Limited	#Z003412	223.20	Paid
18 Jun 2026	Chubb	11499245	878.24	Paid
18 Jun 2026	Comfort Building Services Limited	#Z003421	297.60	Paid
18 Jun 2026	Chubb	11499229	176.06	Paid
19 Jun 2026	NP Tree Management Ltd	4351	492.00	Paid
19 Jun 2026	Croner Limited - DD	C001246853	408.99	Paid
19 Jun 2026	Virgin Media	446188-029	218.20	Paid
19 Jun 2026	The Columbaria Company	INV0109290	247.20	Paid
22 Jun 2026	Andrew Steel	AF00221	100.00	Paid
23 Jun 2026	Infinity Playgrounds Ltd	INV-02050	12,769.20	Paid
23 Jun 2026	ISG.	DEP-07138	660.00	Paid
23 Jun 2026	Fleet Jazz Club	26/08	720.00	Paid
24 Jun 2026	The Ecology Co-operation Limited	I2582	1,583.40	Paid
25 Jun 2026	Virgin Media	446188-028	218.20	Paid
25 Jun 2026	University of Chichester	6024645	406.16	Paid
26 Jun 2026	Amethyst Horticulture	29542	8,628.94	Paid
29 Jun 2026	The Knight Method	Get A Real Job Productions	1,552.67	Paid
29 Jun 2026	Morr & Co LLP	440743	652.80	Paid
29 Jun 2026	Rita Tong - Expenses	Travel Exp	48.60	Paid
29 Jun 2026	Morr & Co LLP	440741	1,419.60	Paid
30 Jun 2026	Nigel Jeffries Landscapes Ltd	21175	2,052.00	Paid
30 Jun 2026	CH Cleaning Services	002443	874.50	Paid

30 Jun 2026	CH Cleaning Services	002444	533.10	Paid
30 Jun 2026	Nigel Jeffries Landscapes Ltd	21154	17,554.90	Paid
30 Jun 2026	CH Cleaning Services	002446	80.70	Paid
30 Jun 2026	Global Payments GPUK LLP - DD	STMTJUN26	526.15	Paid
30 Jun 2026	CH Cleaning Services	002442	3,067.98	Paid
30 Jun 2026	Nigel Jeffries Landscapes Ltd	21176	192.00	Paid
30 Jun 2026	Chambers Waste Management Limited	P853736	59.29	Paid
30 Jun 2026	Hampshire Association of Local Councils Ltd	INV-8564	70.80	Paid
30 Jun 2026	CH Cleaning Services	002445	160.08	Paid
30 Jun 2026	CH Cleaning Services	002448	178.56	Paid
30 Jun 2026	BOC Limited - DD	3088223889	339.44	Paid
30 Jun 2026	Chambers Waste Management Limited	P853735	350.57	Paid
30 Jun 2026	Ticketsolve Ltd	INV - 8964	510.00	Paid
30 Jun 2026	HSBC Credit Card - Ben Crane - DD	STMT080726	159.77	Paid
30 Jun 2026	HSBC Credit Card - Rodney Marshall - DD	STMT070726	8.75	Paid
30 Jun 2026	Sarah McKibbin	JUN EXP	21.98	Paid
30 Jun 2026	CH Cleaning Services	002447	160.08	Paid
30 Jun 2026	Chambers Waste Management Limited	C-10002858	169.08	Paid
30 Jun 2026	HSBC Credit Card - Alex Robins - DD	STMT070726	547.41	Paid
Total			**112,615.91**	

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 30 June 2026

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£363,549.47		
HSBC Savings Account, Account No: 91620886	£1,129,896.29	1.41% per annum	Interest paid into HSBC Savings account monthly.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,124,129.62	3.83% per annum	Interest paid into CCLA, monthly.
TOTAL	**£4,617,575.38**		

Please note:

Interest received on 02 June 26 into CCLA account:
CCLA £10,034.43

Interest received on 21 June 26 into HSBC Savings account:
HSBC Savings £1,341.90

Recommendation

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

Payable Invoice Summary

Fleet Town Council
For the period 1 July 2026 to 31 July 2026

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	STATUS
1 Jul 2026	Comfort Building Services Limited	#Z003496	891.20	Paid
1 Jul 2026	Mulberry Local Authority Services Limited	INV-2396	312.00	Paid
1 Jul 2026	Cloudy IT	INV-D-12193	54.00	Paid
1 Jul 2026	Shelfguard Systems	INV - 18698	84.00	Paid
2 Jul 2026	Castle Water Limited - AFCC - DD	10010515544	422.25	Paid
2 Jul 2026	Castle Water Limited - Harlington - DD	10010514734	657.02	Paid
3 Jul 2026	Castle Water Limited - Ancells Park - DD	10010574360	33.18	Paid
3 Jul 2026	The Transportation Consultancy	3532	4,320.00	Paid
6 Jul 2026	HSBC - DD	13513142	108.12	Paid
6 Jul 2026	Sage (UK) Ltd - DD	GB-02224502	49.80	Paid
7 Jul 2026	Castle Water Limited - Calthorpe Park - DD	10010634769	79.41	Paid
7 Jul 2026	HSBC - DD	STMT070726	33.81	Paid
7 Jul 2026	NP Tree Management Ltd	4371	1,056.00	Paid
7 Jul 2026	Going Live Entertainment	10173	2,546.82	Paid
7 Jul 2026	Mulberry Local Authority Services Limited	INV-2409	144.00	Paid
8 Jul 2026	HSBC Credit Card - Rita Tong - DD	STMT080726	528.18	Paid
8 Jul 2026	Infinity Playgrounds Ltd	INV-02080	60.00	Paid
9 Jul 2026	Hampshire Association of Local Councils Ltd	INV-8612	70.80	Paid
9 Jul 2026	Crest Lifts	SI-47195	747.41	Paid
10 Jul 2026	Nigel Jeffries Landscapes Ltd	21257	144.00	Paid
11 Jul 2026	Xero (UK) Ltd - DD	30348431	78.00	Paid
14 Jul 2026	Fleet Jazz Club	26/09	403.67	Paid
14 Jul 2026	NP Tree Management Ltd	4378	3,360.00	Paid
14 Jul 2026	M&S Water Services (Utilities) Limited	5855	3,960.00	Paid
15 Jul 2026	Hampshire County Council	36212158307	5,589.17	Paid
15 Jul 2026	Focus Group	11205498	56.40	Paid
17 Jul 2026	London Catering & Hygiene Solutions	167057	185.96	Paid
19 Jul 2026	Croner Limited - DD	C001257379	408.99	Paid
20 Jul 2026	Solutions on Stage	INV-3606	1,574.40	Paid
21 Jul 2026	NP Tree Management Ltd	4389	372.00	Paid
22 Jul 2026	Mike Lovatt	210726	240.00	Paid
23 Jul 2026	Cloudy IT	INV-D-12428	1,611.60	Paid
24 Jul 2026	Proactive Training Services Limited	Fleet tc 001	1,198.80	Paid
28 Jul 2026	St Philips & St James Church	Refurb Toilets	1,000.00	Paid
28 Jul 2026	Odiham Council	Letters	75.00	Paid
28 Jul 2026	Redshank IT Services Ltd	82714	104.40	Paid

28 Jul 2026	Isabel Robinson	Deposit	100.00	Paid
31 Jul 2026	1997 Group Limited	19970201	1,215.59	Paid
31 Jul 2026	The Extra Mile	1354	1,845.00	Paid
Total			**35,720.98**	

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 31 July 2026

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£374,335.06		
HSBC Savings Account, Account No: 91620886	£1,131,196.44	1.41% per annum	Interest paid into HSBC Savings account monthly.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,133,962.29	3.83% per annum	Interest paid into CCLA, monthly.
TOTAL	**£4,639,493.79**		

Please note:

Interest received on 2 July 2026 into CCLA account:
CCLA £9,832.67

Interest received on 21 July 2026 into HSBC Savings account:
HSBC Savings £1,300.15

Recommendation

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

Fleet TOWN COUNCIL

MOTION – SPEEDING AND ROAD SAFETY

1. MOTION MOVER

Councillor Steve Forster

2. DATE MOTION RECEIVED

6 July 2026

This meets the requirement to be received by the Proper Officer at least 7 clear days before the next meeting in accordance with Standing Order 5a.

3. BACKGROUND TO THE MOTION

This Council notes:

1. That speeding and road safety concerns have been raised by residents in multiple locations across Fleet.
2. That Speed Indicator Devices (SIDs) provide real-time speed feedback to drivers and, critically, log objective timestamped data on vehicle speeds and traffic volumes.
3. That such data forms an important evidential foundation for future interventions, including formal speed surveys, speed limit reviews, or applications for enforcement measures with Hampshire Constabulary and Hampshire County Council Highways.
4. That solar-powered SIDs are portable, redeployable assets - once a unit has served its purpose at one location (typically two-week deployment), it can be relocated elsewhere in the parish where speed or traffic volume is a concern, making this a shared community resource rather than a single-site solution.
5. That indicative costs for a solar-powered unit suitable for installation on a highway-grade post are in the region of £3,000–£4,000 all in, meaning two units would cost in the region of £6,000–£8,000.
6. Additional work is needed to move the unit each fortnight which can be done under the lengthsman scheme which continues to be available so no extra budget.

4. MOTION

This Council resolves to improve road safety and driver education and will:

1. Allocate funding for the purchase and installation of two solar-powered Speed Indicator Devices, to be sited initially at approved locations already defined.
2. Delegate to the Clerk, authority to obtain supplier quotations, confirm exact siting in consultation with Hampshire Highways and Local police and proceed with procurement and installation.
3. Request that data gathered from the devices be shared with Hampshire County Council Highways and Hampshire Constabulary.

Fleet
TOWN COUNCIL

MOTION – SPEEDING AND ROAD SAFETY – OFFICER REPORT

1. PURPOSE OF REPORT

This report considers the motion to improve use of Speed Indicator Devices (SIDs) in Fleet and the implications of Fleet Town Council owning and operating such equipment.

Members are asked to consider:

- whether to proceed with Council ownership of SID equipment;
- whether to explore a partner-led approach with another authority; and
- whether further work is required before any procurement or deployment decision is made.

2. BACKGROUND

Residents have raised concerns about vehicle speeds in a number of locations across Fleet. SIDs can provide driver feedback and collect traffic data that may assist Hampshire County Council and Hampshire Constabulary when considering future highway and road safety interventions.

Hart District Council has now indicated that it is willing to donate a SID device to Fleet Town Council. This changes the financial position of the proposal, as the Council would not necessarily be considering the full purchase cost of all equipment. However, the operational, staffing, maintenance and deployment implications would remain.

Fleet Town Council has previously supported SID deployment on behalf of Hart District Council. That experience showed that the main workload is not the physical fitting of the equipment, but the associated administration, coordination, permissions, site checks, contractor management and data handling.

3. OPERATIONAL IMPLICATIONS

If the Council owns SIDs, deployment is not a simple task that can be absorbed into routine duties. Each deployment cycle would require:

- site identification and assessment;
- confirmation that the proposed highway asset is suitable and available;
- permissions from Hampshire County Council Highways and the relevant street lighting asset owner;
- booking and coordination of qualified contractors;
- installation and removal;
- battery charging, maintenance and storage;
- download and management of traffic data;
- responding to resident requests and enquiries.

Although the physical movement of a unit may take limited time, the administrative burden is recurring and material.

4. RESOURCE IMPLICATIONS

The Council currently has four full-time officers who are responsible for all statutory and discretionary services, including parks, open spaces, cemeteries, sports facilities, buildings, procurement, events, health and safety, and committee support.

An ongoing SID programme would create a recurring operational commitment and would require dedicated officer time throughout the year. On current resources, officers do not consider this sustainable without affecting delivery of other Council priorities.

Unlike principal authorities, Fleet Town Council does not employ a highways or transport team. The management of traffic monitoring equipment is typically undertaken by county or district councils where dedicated highways resources exist.

5. CONTRACTOR AND HIGHWAY REQUIREMENTS

SID installation and removal cannot be carried out by any contractor. Works on or adjacent to the public highway require appropriately qualified and insured contractors and compliance with relevant street works requirements and traffic management standards.

Each deployment therefore generates both contractor cost and officer coordination time. If a location proves unsuitable during planning, the Council may still incur cost while the deployment is rescheduled or redesigned. In practical terms, this means the work cannot simply be moved to the next location without re-planning and re-booking.

6. FINANCIAL IMPLICATIONS

The capital cost of purchasing two SID units was estimated at between £6,000 and £8,000.

However, the Hart District Council donation means the Council should now reassess whether the proposal concerns:

- one donated unit plus one purchased unit; or
- the donated unit only, with no further purchase at this stage.

Members should therefore be clear on the actual capital requirement before making any procurement decision.

In addition to any capital cost, Members must consider the ongoing revenue implications, including:

- contractor deployment charges;
- officer time;
- battery charging and maintenance;
- repairs and replacement;
- insurance;
- storage and security; and
- data management and reporting.

When Fleet Town Council previously coordinated SID deployments in 2022, contractor costs for twelve deployment cycles totalled approximately £1,200. That figure does not include officer time or other overheads.

The proposal suggests that the Lengthsman Scheme could absorb deployment costs, but officers do not consider that this reflects the full operational requirement. Lengthsman resources are also used for other roadside maintenance tasks, including sign cleaning, bin cleaning and hedge cutting to maintain visibility.

7. RISKS

The main risks are:

Risk	Impact	Comment
Ongoing revenue pressure	Medium	Costs continue after purchase and may exceed expectations

Officer capacity	High	Programme would divert staff from core council work
Highway permission / asset access	Medium to High	Each site requires checks and approvals
Contractor availability and compliance	Medium	Only suitably qualified contractors can undertake the work
Public expectation	Medium	SIDs may be seen as a permanent solution when effects are often temporary
Data handling / reporting	Medium	Traffic data must be stored and managed appropriately

8. EFFECTIVENESS

Nationally, SIDs are generally understood to have a temporary effect on driver behaviour while present at a location. Their impact may reduce over time unless units are regularly relocated.

Members should therefore consider whether the likely benefit justifies the ongoing cost and officer input.

9. OPTIONS FOR MEMBERS

Option 1: Do not proceed with Council ownership of SIDs

- No further commitment of officer capacity.
- No ongoing deployment burden.
- Council may instead continue to support residents by raising concerns with Hampshire County Council and Hampshire Constabulary.

Option 2: Explore a partner-led or joint funding approach

- Seek confirmation from Hampshire County Council whether it would be willing to support or match-fund a SID programme.
- Consider whether Hart District Council's donated device could form part of a wider shared arrangement.
- Fleet Town Council would provide support where appropriate but would not carry the main operational burden.

Option 3: Proceed to procurement

- Requires a full business case.
- Would need a detailed revenue budget, deployment plan, permissions process, and risk assessment.
- Should not proceed until the full ongoing commitment is understood and funded.

Members could consider seeking match funding from Hampshire County Council, as the local highway authority with responsibility for speed management, and because the data collected would also support its wider road safety and traffic management functions.

10. OFFICER RECOMMENDATION

Officers recommend that Members do not approve procurement at this stage.

If Members wish to pursue greater use of SIDs in Fleet, the preferred approach would be to first explore whether Hampshire County Council or Hart District Council would be willing to lead or support the programme through partnership or match funding.

If the Council remains minded to own and operate SIDs itself, Members should first be presented with a full business case setting out:

- the exact capital requirement, taking account of the Hart District Council donation;
- total revenue costs;
- staffing implications;
- permissions and contractor requirements;
- storage and maintenance arrangements;
- data management arrangements; and
- a formal risk assessment.

11. PROPOSED DECISION

Members are asked to consider:

a) whether to proceed with Council ownership and operation of SID equipment;
b) whether to ask Hampshire County Council and/or Hart District Council to support or lead any future programme; and
c) whether a further full business case should be prepared before any procurement or deployment decision is made.

REVIEW OF FINANCIAL REGULATIONS

Current Financial Regulation	Proposed Financial Regulation	Comments
3.1 Lists cost centres based on RBS structure	3.1 Update for tracking codes within Xero	Recommend updating to reflect new financial system. Note that several cost centres have been combined within Xero.
3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.	3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centre.	Remove reference to cost centres as no longer applicable within Xero.
6.1 Payments shall be effected electronically or by cheque drawn on the Council's bankers. Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made.	6.1 Payments shall be effected electronically through the Council's banking facilities. Electronic payments shall be authorised by two authorised bank signatories using the security device provided by the bank. The payment instructions and evidence of authorisation shall be retained, and payments shall be reported to the Council as made.	The wording has been updated to reflect the Council's current payment arrangements, as the Council no longer makes payments by cheque. The reference to cheques has therefore been removed. The regulation has also been amended to provide a clear and current description of the electronic payment control, requiring all electronic payments to be authorised by two authorised bank signatories using the bank's security device. The requirement to retain payment instructions and evidence of authorisation, and to report payments to Council, has been retained to ensure an appropriate audit trail and continued oversight. The wording has been made technology-neutral by referring to "electronic payments" rather than specifically to BACS, providing flexibility should the Council's banking arrangements or payment methods change in the future.
6.2 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the	6.2 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and	The requirement to settle invoices within 14 days has been amended to "in a timely manner" to provide appropriate

Current Financial Regulation	Proposed Financial Regulation	Comments
work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.	verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. The RFO shall take all steps to settle all invoices submitted, and which are in order, promptly and in a timely manner.	flexibility around the Council's regular payment-run arrangements. The Council currently operates weekly payment runs, and a fixed 14-day deadline is unnecessarily prescriptive and may not reflect the timing of individual payment runs or invoices requiring clarification or additional checks. The amendment maintains the requirement for invoices to be processed promptly while allowing the RFO to exercise appropriate judgement in accordance with the Council's established financial procedures.
6.3 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger showing the list of payments to be made and the BACS payment schedule.	6.3 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger showing the list of payments to be made.	The reference to the BACS payment schedule has been removed as it duplicates information already provided through the purchase ledger/payment run generated by the Council's accounting system. The payment run provides the list of payments for authorisation, and bank signatories are required to verify that the BACS payment presented for authorisation on the bank portal agrees with the payment run. Removal of the separate BACS payment schedule therefore simplifies the process and reduces duplication without weakening the existing authorisation and verification controls.
6.4 Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.	6.4 Two bank signatories shall verify that the BACS payment presented for authorisation on the bank portal agrees in full with the purchase ledger/payment run before authorising the payment using the security device provided by the bank. An email shall then be sent confirming the authorisation.	The wording has been updated to reflect the Council's current electronic payment process and to clarify the control exercised by the two bank signatories. The separate BACS payment schedule has been removed as it duplicates information contained within the purchase ledger/payment run generated by the Council's accounting system. The

Current Financial Regulation	Proposed Financial Regulation	Comments
		requirement for two bank signatories to verify the payment presented on the bank portal against the purchase ledger/payment run provides the appropriate independent check before authorisation. The reference to raised cheques has also been removed as payments are now authorised electronically through the bank portal. The wording has been strengthened to require the payment to agree “in full” with the purchase ledger/payment run and to require confirmation of authorisation by email, providing a clear audit trail.
6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement. a) A cash a float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment. b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations. c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council.	The RFO may authorise cash floats to be held at the Harlington for the operation of the bar tills and for hospitality buy-outs for performers. a) A cash float of up to £1,500 may be held at the Harlington for these purposes. The administrative office will not maintain a petty cash float. b) Cash held for the operation of the bar tills shall be subject to appropriate cash-handling procedures, including regular reconciliation of takings and cash held. c) Hospitality buy-outs for performers shall be supported by appropriate documentation or receipts and recorded in accordance with the Council's financial procedures. d) Income received must not be paid into or used to replenish the cash float but must be separately banked, as provided elsewhere in these Regulations. e) Cash floats shall be subject to periodic reconciliation and any discrepancies shall be reported to the RFO.	The regulation has been revised to reflect the Council’s current use of cash. The administrative office no longer operates a petty cash facility, with corporate credit cards and the staff expenses process being used for expenditure previously met from petty cash. Cash held at the Harlington is primarily used to operate the bar tills rather than to meet general operational expenses. The only significant non-till expenditure from the cash float is hospitality buy-outs for performers. The regulation has therefore been amended to reflect these specific purposes rather than referring generally to petty cash or operational expenses. The maximum cash holding has been reduced from £2,500 to £1,500 to reflect the reduced use of cash since the COVID-19 pandemic. The requirements for appropriate cash-handling,

Current Financial Regulation	Proposed Financial Regulation	Comments
		reconciliation and supporting documentation have been retained to provide an appropriate audit trail and financial control. The prohibition on using income received to replenish the cash float has also been retained.
6.6 If thought appropriate by the Policy and Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made.	6.6 Direct Debits may be established for the payment of Council expenditure, provided that the instructions are authorised by two authorised bank signatories. A schedule of all Direct Debits shall be presented annually to the Policy and Finance Committee for review to confirm that the payments remain appropriate and necessary. Any changes to the Council's Direct Debit arrangements shall be reported to the Policy and Finance Committee. Payments made by Direct Debit shall be reported to Council as part of the schedule of payments.	The regulation has been updated to reflect the Council's current use of Direct Debits, which extends beyond utility supplies to include other recurring expenditure. The previous wording, which specifically referred to variable Direct Debits for energy, telephone and water supplies, was therefore unnecessarily restrictive. The requirement for Direct Debit instructions to be authorised by two authorised bank signatories has been retained as an important control over the establishment of Direct Debits. To provide appropriate ongoing oversight, the regulation now requires a schedule of all Council Direct Debits to be presented annually to the Policy and Finance Committee for review. This will enable the Committee to confirm that Direct Debits remain appropriate and necessary and identify any arrangements that should be amended or cancelled. Payments made by Direct Debit will continue to be reported to Council through the schedule of payments.
6.7 The Proper Officer and RFO shall have delegated authority to authorise fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such transfers shall	6.7 The Proper Officer and RFO shall have delegated authority to authorise transfers of funds between the Council's own bank accounts, up to a maximum of £500,000 per	The delegated limit has been increased to reflect the Council's current cash-management requirements. The purpose of this provision is to enable officers to

Current Financial Regulation	Proposed Financial Regulation	Comments
be submitted to the next appropriate meeting of Council or Policy & Finance committee, whichever is soonest.	transfer, for the purposes of managing the Council's cash flow and maximising interest earned on available funds. All such transfers shall be authorised by two authorised bank signatories. A record of transfers made under this delegated authority shall be submitted to the next appropriate meeting of the Council or Policy & Finance Committee, whichever is soonest.	transfer surplus funds between the Council's own bank accounts in order to maximise interest earned, while retaining sufficient funds in the operational account to meet expenditure. The Council receives its precept in two instalments, currently approximately £500,000 each, and the existing £100,000 limit unnecessarily restricts the Council's ability to make efficient use of these funds. The revised limit of £500,000 provides officers with appropriate flexibility to transfer funds to interest-bearing accounts following receipt of the precept and to transfer funds back to the operational account as required to meet payment commitments. The requirement for two authorised bank signatories to approve all transfers is retained as an important control. Transfers made under the delegated authority will continue to be reported to the next appropriate meeting of the Council or Policy & Finance Committee, providing member oversight without requiring prior approval for each routine cash-management transfer.

Fleet Town Council
Financial Regulations July 2026

Table of Contents

These Financial Regulations were approved by the Council at its meeting held on 2 April 2025.

1. General

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

1.2 The Executive Officer is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972 and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practice; seek economy, efficiency and effectiveness in the use of Council resources; and produces financial management information as required by the Council.

1.3 In the event that the Executive Officer is unable to fulfil these responsibilities owing to illness or other cause another duly authorised person shall be the appointed Proper Officer and RFO.

1.4 At least once a year, prior to approving the Annual Governance Statement, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in The Practitioners' Guide – the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England.

1.7 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.

1.8 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.9 The Council must not delegate any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

2. Annual Estimates (Budget)

2.1 Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

2.2 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.

2.3 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.

2.4 Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Proper Officer and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

2.5 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority no later than the end of February and shall supply each member with a copy of the approved budget.

2.6 The annual budgets shall form the basis of financial control for the ensuing year.

2.7 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.

2.8 Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

3. Budgetary Control

3.1 Budget and Responsibilities

Policy and Finance	**Recreation Leisure and Amenities**		**Full Council**
The Executive Officer Administration	**The Harlington General Manager** Harlington	**The Executive Officer** Open Spaces and Parks	**The Executive Officer** Harlington Development
Cost Centres	Cost Centres	Cost Centres	Cost Centres

Central Admin Civic & Democratic Events, Town Centre & Climate Ear Marked Reserves		AFCC Harlington Harlington on Tour		Open Spaces Ancells Farm Park Calthorpe Park Oakley Park Basingbourne Park The Views Edenbrook Cemetery	Harlington Development

3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committee's expenditure except in an emergency.

3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.

3.2 Financial Authorities

3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council.

3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centre.

3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.

3.2.4 The Executive Officer may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £5,000. The Executive Officer shall report the action to the Chair as soon as possible and the Council as soon as practicable thereafter.

3.2.5 The Executive Officer may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

4. Accounting and Audit

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

4.2 The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.

4.3 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.4 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.

4.5 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

4.6 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is on a purely administrative matter.

4.7 The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:

- day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;
- a record of the assets and liabilities of the Council;

5. Banking Arrangements

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by Full Council. They shall be regularly reviewed for efficiency.

5.2 The bank mandate agreed by the Council shall identify a minimum of four Councillors who will be authorised to approve transactions on those accounts.

5.3 Every month a member who is not a signatory to the bank account shall verify the bank reconciliations for all accounts. The member shall sign and date the reconciliations and the bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by Full Council.

6. Payment of Accounts

6.1 Payments shall be effected electronically through the Council's banking facilities. Electronic payments shall be authorised by two authorised bank signatories using the security device provided by the bank. The payment instructions and evidence of authorisation shall be retained, and payments shall be reported to the Council as made.

6.2 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. The RFO shall take all steps to settle all invoices submitted, and which are in order, promptly and in a timely manner.

6.3 Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger showing the list of payments to be made.

6.4 Two bank signatories shall verify that the BACS payment presented for authorisation on the bank portal agrees in full with the purchase ledger/payment run before authorising the payment using the security device provided by the bank. An email should then be sent confirming the authorisation.

6.5 The RFO may authorise cash floats to be held at the Harlington for the operation of the bar tills and for hospitality buy-outs for performers.

a) A cash float of up to £1,500 may be held at the Harlington for these purposes. The administrative office will not maintain a petty cash float.
b) Cash held for the operation of the bar tills shall be subject to appropriate cash-handling procedures, including regular reconciliation of takings and cash held.
c) Hospitality buy-outs for performers shall be supported by appropriate documentation or receipts and recorded in accordance with the Council's financial procedures.
d) Income received must not be paid into or used to replenish the cash float but must be separately banked, as provided elsewhere in these Regulations.
e) Cash floats shall be subject to periodic reconciliation and any discrepancies shall be reported to the RFO.

6.6 Direct Debits may be established for the payment of Council expenditure, provided that the instructions are authorised by two authorised bank signatories. A schedule of all Direct Debits shall be presented annually to the Policy and Finance Committee for review to confirm that the payments remain appropriate and necessary. Any changes to the Council's Direct Debit arrangements shall be reported to the Policy and Finance Committee. Payments made by Direct Debit shall be reported to Council as part of the schedule of payments.

6.7 The Proper Officer and RFO shall have delegated authority to authorise transfers of funds between the Council's own bank accounts, up to a maximum of £500,000 per transfer, for the purposes of managing the Council's cash flow and maximising interest earned on available funds. All such transfers shall be authorised by two authorised bank signatories. A record of transfers made under this delegated authority shall be submitted to the next appropriate meeting of the Council or Policy & Finance Committee, whichever is soonest.

7. Payment of Salaries

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

8. Loans and Investments

8.1 All loans and investments shall be negotiated and made in the name of the Council and shall be for a set period.

8.2 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

8.3 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.4 The Council shall have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which shall be reviewed by the Council at least annually.

9. Income

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 The appropriate Committee will review all fees and charges annually, following a report of the Executive Officer.

9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.5 The origin of each receipt shall be entered on the paying-in slip.

9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.

9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Work, Goods and Services

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

10.2 Order books shall be controlled by the RFO.

10.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

11. Contracts

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £500;

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) For contracts estimated to be over £30,000 including VAT, other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Executive Officer. Each tendering firm shall be supplied with a tender for that contract.

(e) All returned tenders shall be opened at the same time on the prescribed date by the Executive Officer in the presence of at least one member of Council.

(f) If less than three tenders are received for contracts above £25,000 excluding VAT the Council may accept the lowest tender or seek further tenders.

(g) When it is to enter into a contract less than £25,000 in value excluding VAT for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Executive Officer shall obtain more than one quote if it is deemed necessary.

(h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

(i) For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

11.2 Contracts must not be split to avoid compliance with these rules.

11.3 No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the Council} or make any contract on behalf of the Council.

11.4 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

12. Payments Under Contracts for Buildings or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Executive Officer (in Consultation with the Chairman of Policy and

Finance) notified to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

13.1 Officers shall be accountable for the care and custody of stores and equipment within their designated section.

13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores, and at least annually.

14. Assets, Properties and Estates

14.1 The Executive Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.

15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.4 All appropriate employees and Members of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. Charities

16.1 Where the Council is sole managing trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. Risk Management

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Executive Officer shall prepare, for approval by the Policy and Finance Committee, a risk management register / policy in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.

17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

18. Revision of Financial Regulations

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time and following any change of Proper Officer or RFO. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.

18.2 The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all Members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

18.3 The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Internal Audit Guide 2026/27

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Introduction

Welcome to our internal audit guide for the 2026/27 financial year.

This document is intended to provide information on how we conduct our internal audits, including how the process works and what you should expect during the audit visits.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of an authority's internal controls.

It results in an annual assurance report to the authority designed to support improvements in the effectiveness and efficiency of the activities and operating procedures under the control of the authority.

We recommend that authorities have a minimum of two internal audits per year, with an interim audit taking place mid-year and a final audit completed after the financial year-end.

For larger councils, more than one interim audit may take place during the year due to the size and nature of more complex financial and governance arrangements.

The interim audit(s) will generally focus on the governance and accountability functions of the council, with testing based on checking compliance with the statutory requirements applicable to local authorities as detailed in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide 2026, along with checking the robustness of the authorities own internal process and procedures.

Year-end audits will focus on the accurate completion of the Annual Governance and Accountability Return (AGAR) and supporting documentation being submitted to the External Auditor, along with reviewing progress against any identified issues at the interim visit(s).

At the conclusion of each internal audit, we provide the authority with a detailed written report which outlines our findings. This may include recommendations, where applicable, for improvement of internal processes to achieve positive responses to the internal control objectives, and/or guidance and support relating to recognised best practice methods in the sector.

Engagement letter

All authorities appointing us to conduct their internal audit will receive our engagement letter. This sets out the basis of our professional engagement, confirms our independence from the authority and describes our respective responsibilities. Please contact us if your understanding of the terms of our appointment is not in accordance with the engagement letter.

If you are within a longer-term engagement period with us, your original letter issued at the date of appointment covers this financial year. If you are appointing, or reappointing us for 2026/27, then a new engagement letter will be issued to your authority.

Please ensure you electronically sign the engagement letter, as we cannot start any work until this has been completed.

If you require another copy of your engagement letter, please contact anna@mulberrylas.co.uk

Fees

We base our fees on an hourly rate which is detailed in your engagement letter. The hourly rate is fixed for the duration of your engagement period, allowing councils to benefit from entering longer-term arrangements with us.

Where any on-site visits are conducted, travel costs are charged at the prevailing HMRC rate (currently 55p per mile). Wherever possible, when attending on-site we will attempt to combine visits with another nearby authority to share the travel costs.

Invoices will be issued to an authority after completion of each internal audit visit.

We do not charge for travel time, although if we attend on-site and the visit is then cancelled or postponed, we reserve the right to charge for travel time in that instance.

All our fees and charges are subject to VAT as the prevailing rate.

How long will an internal audit take?

It is not possible to specify the exact duration of an internal audit, as it is dependent on several factors including whether the authority has prepared the requested information for the visit, the scale and complexity of an authority's financial and governance arrangements and the findings from our sample testing undertaken during visits.

The requirements for internal audit are also regularly updated, with the potential for additional testing being added (such as Governance Assertion 10 in 2025/26).

Wherever possible, we aim to conduct any testing of website information during our preparation in advance of the actual scheduled audit to maximise the time available on-site.

While we recognise that every authority is different, the guidance below provides an estimate for a full year's internal audit work (including preparation) for an authority:

Precept	Anticipated duration
Under £25,000	4-6 hours per annum
Between £25,000 and £200,000	6-12 hours per annum
Between £200,000 and £2 million	8-15 hours per annum
Over £2 million	15-25 hours per annum

For those authorities having an interim audit(s), the time is not evenly split due to the more extensive testing that takes place during interim audits, with the year-end audit then being shorter, subject to being able to confirm the AGAR details and supporting information required to be submitted to the External Auditor.

If you elect to have just one audit at the year-end, then this will take longer as the procedural and process checking normally completed at interim audits will have to be conducted along with the AGAR checking.

Location of the internal audit

We aim to carry out a minimum of one audit visit on-site during the year to allow greater opportunity to effectively test the robustness of processes and procedures, and to discuss in person any issues or questions with the appropriate officers.

Where no significant areas of concern are highlighted, subsequent audit visits for the remainder of the year may be arranged remotely if preferred by the authority.

On-site audits

An on-site internal audit is our preferred method for conducting the interim visits due to the volume of transactional information which may be required for review.

For on-site visits, your assigned auditor will contact you in advance and agree a date, time and venue for the meeting. Please ensure that you have prepared the information required for the visit as this will save time on the day and subsequently minimise the cost to the council.

Lists of information required to be published on the authority website, required minute reference numbers and other documents for interim and final internal audits are listed on our website and can be accessed here www.mulberrylas.co.uk/internal-audit

If you have gathered the requested information in an electronic format, there is no need to print this in hard copy.

Assuming all information is available at the time of the audit, we aim to complete our written report within 48 hours of the visit and send this to the authority for consideration.

Remote audits

If you have arranged for a remote internal audit, your assigned auditor will contact you to agree a date and time for a remote meeting or telephone call to take place to discuss the findings of the internal audit. We respectfully request that the required information is provided electronically to your assigned auditor **at least one week in advance of the agreed date and time**, to allow them the opportunity to complete their review prior to the scheduled discussion.

During the conversation, additional information may be requested, and this should then be provided to your assigned auditor as soon as possible.

The internal audit report will then be finalised, pending receipt of any additional information requested, and issued to the authority.

Who will carry out the work?

We have a team of internal auditors, all of whom have extensive experience working within the local authority sector.

Your authority will have been assigned an internal auditor to complete the year's auditing work, although there may be occasions where different members of our team complete the interim and year-end audits.

As detailed in the Practitioner's Guide (4.11), *'There is no requirement to rotate auditors, but the independence of the appointed person or firm should be reviewed every year with regard to personal independence, financial independence, and professional independence.'*

If you have any unique circumstances relating to your authority which may require additional consideration, please let us know and we will ensure the most suitable member of our team is assigned.

Audit Plan

Our audits are conducted in accordance with the SAPPP Practitioners' Guide, which sets out in section 4 the expected work of internal auditors in relation to each of the internal control objectives covered by the Annual Internal Audit Report (AIAR) contained within the AGAR.

AGAR certificate reference	Internal Audit action for expected controls
A. Appropriate accounting records have been kept properly throughout the year AND **I.** Periodic bank account reconciliations were properly carried out during the year	• Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Line 8 • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	• Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents) • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidence of these checks and payment authorisation • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	• Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/employees (including members) liability, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation • Review of the effectiveness of internal control carried out by the authority
D. The precept or rates requirement resulted from an adequate	• Ensure that the full authority, not a committee, has considered, approved and adopted the annual

budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	precept for the coming year in accordance with the required parent authority timetable • Ensure that current year budget reports are prepared and submitted to the authority / committees periodically during the year with appropriate commentary on any significant variances • Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances • Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process • Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts
E. Expected income was fully received based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for	• Review aged debtor listings to ensure appropriate follow up action is in place • Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying that debtors are monitored. • Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and have been recovered within a reasonable time. (Authorities should also acquire and retain copies of Burial / Cremation certificates) • Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised • Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time • Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to the invoice and recovery of all such income • Where amounts are receivable on set dates during the year, ensure that an appropriate control record

	is maintained duly identifying the date(s) on which income is due and actually received / banked
F. Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for	• A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, where no payments are made in physical cash, a "not covered" response is required in this area • Review the systems in place for controlling any petty cash and also cash floats (used for bars, catering, etc.) • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure that VAT is identified wherever incurred and appropriate • Physically check the petty cash and other cash floats held • Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings
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	• Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract • Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability • Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours • Ensure that appropriate tax codes are being applied to each employee • Where free or paid software is used, ensure that it is up to date. • For the test sample of employees, ensure that tax is calculated appropriately • Check the correct treatment of pension contributions • For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities

	• Ensure that the correct employers' pension percentage contribution is being applied • Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies
H. Asset and investment registers were complete and accurate and properly maintained This section/assurance should be extended to include loans to or by the authority	<u>Tangible fixed assets</u> • Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets • Physically verifying the existence and condition of high value, high risk assets may be appropriate • Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement • Additions and disposals records should allow tracking from the prior year to the current • Ensure that the asset value to be reported in the AGAR at Section 2, Line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals • Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self- insured" by the authority <u>Fixed asset investments</u> • Ensure that all long-term investments (i.e., those for more than 12- month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Line 9. <u>Borrowing and lending</u> • Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired • Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt • Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Line 5 • Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR

	at Section 2, Line 10 (value should be verified from the lender and verification provided to the Internal Auditor by the Clerk/RFO) • Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded	Whilst Internal Auditors are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most authorities, effectively requires Internal Auditors to ensure that the financial detail reported at Section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. Consequently, Internal Auditors should: • Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end
K. If the authority certified itself exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt	Internal Auditors should ensure that all relevant criteria are met (receipts and payments totalled less than £25,000) • The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • That it has been published, together with all required information on the authority's website and noticeboard
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 relevant legislation	Internal Auditors should review the authority's website ensuring that all required documentation is published in accordance with the relevant legislation, including publishing the ICO Publication Scheme on its website.
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	Internal Auditors should acquire/examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection. Internal Auditors may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.

N. The authority complied with the publication requirements for the prior year AGAR.	Internal Auditors should ensure that the statutory disclosure/publication requirements in relation to the prior year's AGAR have been met as detailed in the front page of the current year's AGAR.
O. The authority complied with laws, regulations and proper practices relating to digital and data compliance	• Ensure the authority has, as a minimum, a single generic email address on an authority owned domain • Check that website accessibility has been tested, at least annually, and that the accessibility statement has been updated as required • Check when the authority last completed a data audit • Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually • Ensure the authority has an up-to-date IT policy in place
P. Trust funds (including charitable) – the Council met its responsibilities as a trustee	• Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements • Confirm that the council is the sole trustee on the Charity Commission register • Confirm that the council is acting in accordance with the Trust deed • Confirm that the charity meetings and accounts are recorded separately from those of the council • Review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Your right to complain

If you are unhappy with any aspect of the service we provide to you, please raise this in the first instance with your assigned internal auditor who will endeavour to resolve any issues.

If you are not satisfied with this outcome, we operate a formal complaints procedure which can be accessed via our website www.mulberrylas.co.uk

If you have any questions relating to the content of this guide, or require any further information, please do not hesitate to contact us.

Help and support

Our audit team are available throughout the year to support your authority. For most questions, we provide a free advisory service via email and/or telephone. If a query requires a more detailed response, we may charge a fee for this, but this will always be advised to you and agreed in advance of any work taking place.

We also offer a comprehensive training programme for officers and councillors, with discounted rates for all internal audit clients. More information and bookings can be made at www.mulberrylas.co.uk/training

Contact details

Please direct any questions relating to your internal audit visit or internal audit report to your assigned internal auditor.

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Document Reference

Official Copy of Register - EDOC REGISTRATION - HP894667.pdf

PDF could not be embedded (encrypted or corrupted)

Document Reference

Official Copy of Title Plan - EDOC REGISTRATION - HP894667.pdf

PDF could not be embedded (encrypted or corrupted)

SOCIAL MEDIA REPORT

Fleet TOWN COUNCIL

June 2026

Follower Growth

Total Increase

+45 -1%

Total Followers 3.3K

Engagement Rate

4%

Total Views

66.2k

News/ Common Themes:

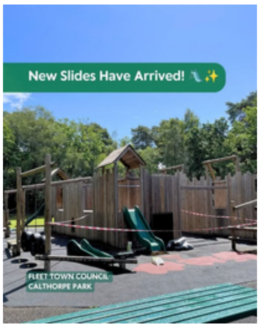
- E-scooter - Calthorpe Park
- Summer events - crafts/clubs
- Football
- Carnival

Other FTC Posts:

- Carnival (9.1K, 4)
- Football (3.5k , 0)
- Flowers (5.5K, 5)
- Councillor/Coffee Morning (4.3, 6)
- Views Results (3.2k, 1)

(views, shares)

Top Performing Content



New Slides

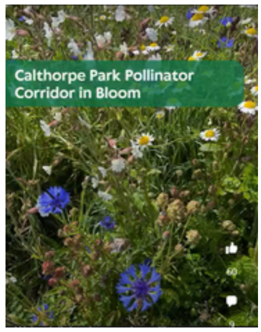
Views 11.4k

Interactions 50

Temporary Fix

Views 22.8K

Interactions 12



Pollinator Corridors

Views 4K

Interactions 69

Top Performing Info-Sharing Post

Your Fire Service

Views 683

Interactions 4

Key Insights

- Views from followers higher this month, but reach was less so less new followers.
- Interactions increased, with queries creating more two way communication opportunities.
- Most negative comments reached resolution through signposting or factual responses given.
- Sharing posts increases view ratings.

Ministry of Housing,
Communities &
Local Government

Rita Tong
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
GU51 4BY

Our Ref:
SRP 5/23/05 **Application 2026-27 (017)**

20th August 2026

Dear Rita,

BORROWING APPROVAL – Fleet Town Council

1. I am directed by the Secretary of State to notify you that, in pursuance of their powers under paragraph 2(2) of Schedule 1 to the Local Government Act 2003, the construction of a play park at The Views is approved as a purpose for which Fleet Town Council, "the Council", may borrow an amount not exceeding £150,000.00.

2. Please note that this borrowing approval authorises the Council to borrow funds up to a specified amount. However, the Council should note that this borrowing approval does not itself confer power on the Council to incur the planned expenditure. The Council will need to satisfy itself that it does have the appropriate power before the expenditure is incurred.

3. When deciding whether to apply for borrowing in line with this approval, the council should be aware that Ministers have decided not to extend council tax referendum principles to town and parish councils in 2026-27. However, it remains an option for Ministers to make town and parish councils subject to the principles in future years.

4. Any precept increases which are attributable to this borrowing approval would not be excluded from consideration should town and parish councils be subjected to council tax referendum principles in future.

5. This approval is given subject to the following conditions, and any borrowing by the Council in breach of any of these conditions will not be authorised by this approval:

(a) the Council may borrow only for the purpose specified in paragraph 1 above;

(b) borrowing under the authority of this approval must be undertaken within the period of the approval. The approval is valid for one year from the date given above;

(c) any borrowing by the Council after the end of the period of the approval will not be authorised by this approval;

(d) in a case where a loan agreement imposes on the Council an immediately binding obligation to borrow money at some future date, the Council will draw down the

Ministry of Housing, Communities & Local Government Email: parish.borrowing@communities.gov.uk
Local Authority Capital Finance and Reserves
2 Marsham Street
Fry Building, 2nd Floor, SE Quarter
London, SW1P 4DF

borrowed funds before the end of the period of the approval;

(e) where the Council borrows any money in reliance on this approval, it will notify the Ministry of Housing, Communities and Local Government (MHCLG) of the date of the loan and the amount borrowed, as soon as is reasonably practicable;

(f) where the Council has not undertaken any borrowing and does not intend to undertake any borrowing, in reliance on this approval, the Council is requested to notify MHCLG as soon as is reasonably practicable.

6. In exercise of their powers under paragraph 5 of Schedule 1 to the Local Government Act 2003, the Secretary of State consents to any period determined by the Council as the period within which the money borrowed in reliance on this approval is to be repaid, provided that the period is not greater than 15 years, starting on the date on which the money is borrowed.

7. Advice on the sources and methods of finance available, and a guidance leaflet about the borrowing approval system, may be obtained from your local County Association. Councils intending to borrow from the Public Works Loan Board (PWLB) should visit the Board's website in the first instance www.pwlb.gov.uk. PWLB may be contacted on 0207 862 6610 or e-mailed at pwlb@dmo.gov.uk.

8. The contact at this office for any enquiries is the shared inbox: parish.borrowing@communities.gov.uk.

9. I am copying this letter to the Chair of the Council and to your local County Association.

Yours sincerely,

Chris Whitehouse
Local Government Finance Directorate