



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 3rd June 2026 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

* Councillor Chenery
* Councillor Davidson
* Councillor Engstrom
* Councillor Forster
* Councillor Holt
* Councillor Hope
* Councillor Kuntikanamata
* Councillor May

* Councillor Oliver
* Councillor Parker
* Councillor Powell
* Councillor Stanton
* Councillor Taylor
* Councillor Tilley
* Councillor Wildsmith
* 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

FC JUNE 2026 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

FC JUNE 2026 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

FC JUNE 2026 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC JUNE 2026 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

31st May Along with the Executive Officer and Facilities and Open Spaces Manager attended an online meeting with Skully & Couch to go through questions on the mechanical and electrical engineering aspects of the renovation. More on this later in the agenda.

2nd April Attended Farnborough Airport Community Environmental Fund Celebration Event. The Fund has approximately £63,000 to distribute. Whilst the Council isn't eligible, many of our local community groups could benefit from making applications.

FC JUNE 2026 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following report was received from Hampshire County Councillor Steve Forster:

- Traffic Regulation Orders relating to parking restrictions around four of the main local schools would shortly be issued for public consultation. The proposals had already been reviewed by the schools and the Police and would extend No Parking, No Waiting and No Stopping restrictions to the maximum extent permitted.

In response to a question from Cllr Stanton regarding which schools were affected, Cllr Forster advised that he believed the schools were Velmead, All Saints, Calthorpe and Court Moor.

The following reports were received from Hart District Councillors:

Cllr Wildsmith

- Hart District Council operates a scheme known as Smart Move, which provides support for social housing tenants wishing to downsize to smaller accommodation. The scheme aims to increase the availability of larger properties for families on the Housing Register who require additional space.

Cllr Steve Forster

- Marks & Spencer had announced its intention to close its Fleet store in August. Cllr Forster advised that he and a fellow councillor had arranged a meeting with representatives of the company to seek to persuade them to delay or reconsider the decision.

FC JUNE 2026 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The minutes of the Annual Town Council meeting held on 20th May 2026 were approved and signed by the Chairman.

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

- Development Control 27th May 2026

The minutes of the Development Control Committee meeting to be amended to correctly reflect that Cllr Holt was in attendance and not Cllr May.

FC JUNE 2026 ITEM 7

FINANCIAL MONITORING REPORT

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

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

RESOLVED

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

FC JUNE 2026 ITEM 8**FINANCIAL REPORTING FOR THE YEAR ENDING
31st MARCH 2026**

Members reviewed the Asset Register as at 31st March 2026 and noted it did not include the Guide Hut at Basingbourne. Members also concluded that the Fixed Asset Register would be best presented by location.

Members reviewed the Summary of Financial Statements report for the year ending 31st March 2026.

RESOLVED

- a) After the addition of the Guides Hut at Basingbourne, to approve the Asset Register as at 31st March 2026.
- b) To note the Summary of Financial Statements for the year ending 31st March 2026

FC JUNE 2026 ITEM 9**INTERNAL AUDIT FOR THE YEAR ENDING 2025/26**

- a) Members received and noted the final Internal Audit report for the year 2025/26.
- b) Members received and noted the Annual Internal Audit report 2025/26.

Audit Point	Audit Findings	Proposed Council Response
O. DIGITAL AND DATA COMPLIANCE	The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA and should be updated to reference the current WCAG 2.2 AA standard.	Agreed. Website has been updated.
O. DIGITAL AND DATA COMPLIANCE	The Council has not adopted an IT Policy by 31 March 2026 and therefore has not met the requirements of Governance Assertion 10.	The Council is working towards Cyber Essentials which required some decisions by Council on use of personal devices accessing Council systems. That decision was made at its Full Council meeting in April 2026. Policies surrounding IT and cyber security can be found later in this agenda.

O. DIGITAL AND DATA COMPLIANCE	I recommend the council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations, as this may be an audit test under Governance Assertion 10 next year.	Noted. Officers did a data audit in 2025/26 but did not take it to Council so it was not on any minutes. Officers will ensure the next audit is put on a relevant Committee agenda so that it is formally minuted.
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Members noted that the average Band D in England of £92.92 included the numerous small councils and perhaps a more meaningful comparator would be the average of the Super Councils (those with precepts over £1 million).

RESOLVED

- a) To note the final Internal Audit report for 2025/26 and agree the Council’s responses to the items raised.
- b) To note the Annual Internal Audit report for 2025/26.

FC JUNE 2026 ITEM 10 REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL 2025/26.

Members considered and agreed the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2026 – evidence for AGAR Section 1.

RESOLVED

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

FC JUNE 2026 ITEM 11 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR SECTION 1) 2025/26

To consider and agree the statements contained in the AGAR Section 1 – Annual Governance Statements 2025/26.

RESOLVED

To approve the statements in the AGAR Section 1 – Annual Governance Statement 2025/26.

FC JUNE 2026 ITEM 12 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR SECTION 1) 2025/26

To consider and agree a response to the conflict-of-interest form for submission to the external auditor, BDO.

RESOLVED

To approve the response to the conflict-of-interest form for the external auditor BDO.

FC JUNE 2026 ITEM 13

**ACCOUNTING STATEMENTS (AGAR SECTION 2)
2025/26**

To consider and agree the statements in AGAR Section 2 - Accounting Statements 2025/26.

RESOLVED

To approve the statements in the AGAR Section 2 – Accounting Statements 2025/26

FC JUNE 2026 ITEM 14

**CYBER ESSENTIALS POLICIES AND
PROCEDURES**

Members reviewed the following documents required to gain the Cyber Essentials certification:

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

RESOLVED

To approve and adopt the above Cyber Essentials policies and procedures as provided by Bulletproof.

FC JUNE 2026 ITEM 15

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

Members considered the tender report and residents feedback on the three designs and made an award of contract for The Views Playground contract.

RESOLVED

To award the contract to Bidder B (subsequently revealed to be HAGS-SMP Limited) at a cost of £199,390.42, subject to satisfactory references and the granting of a PWLB loan.

FC JUNE 2026 ITEM 16

2026 CHRISTMAS DAY LUNCH

Members confirmed their wish to continue providing the Christmas Day Lunch for vulnerable residents in 2026, subject to adequate resources being available. To develop a sustainable delivery plan for 2026 and to consider arrangements for 2027, when The Harlington would not be available due to the redevelopment project, Members agreed to establish a Working Group to explore future options.

It was agreed that the Working Group would comprise:

- Cllr Engstrom
- Cllr May

- Cllr Chenery
- Cllr Tilley
- Cllr Stanton
- Cllr Powell
- Executive Officer
- Projects & Committee Officer

RESOLVED

- To establish a Working Group to consider the future delivery of the Council’s Christmas event provision.
- That the Working Group review the operational, financial and staffing implications of the available options, including the retention or disposal of catering equipment.
- That the Working Group report back to Full Council with recommendations for the July 2026 meeting.

FC JUNE 2026 ITEM 17

HARLINGTON UPDATE

Members received an update from the Chairman on the Harlington Renovation Project.

The Chairman reported on the meeting held on 26 May 2026 with the Mechanical and Electrical Engineering consultants, Skelly & Couch, and advised that a number of design decisions were required in order to finalise the detailed design stage of the project.

The Chairman also updated Members on the current status of lease negotiations for an alternative venue during the refurbishment period and outlined the potential impact of current interest rates on the overall project.

RESOLVED

To note the update from the Chairman.

FC JUNE 2026 ITEM 18

ANNOUNCEMENTS

The following announcements were made:

- The new Finance & Administration Manager starts 8 June 2026.
- Harlington Working Group scheduled for 2.00pm Wednesday 10 June 2026.
- Councillor Coffee morning scheduled for Saturday 20 June 2026.

FC JUNE 2026 ITEM 19

DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 1st July 2026 at 7pm at the Harlington.

The meeting closed at 8.50pm.

Signed.....
Chairman

Date.....