



MINUTES OF THE ANNUAL FLEET TOWN COUNCIL MEETING

4 June 2014 at 7.30pm
The Harlington
Fleet

Councillors

Bob Schofield (Chair), Grahame Chenery, Paul Einchcomb, Steve Forster
Denis Gotel, Leslie Holt, Kathy Jasper, Alan Oliver, Richard Robinson, Jeff Smith,
Neil Walton, Richard Woods, Jonathan Wright

Also Present

Janet Stanton- Acting Town Clerk
Sheila Rayner- Committee Clerk

Cllr Wheale-HDC/HCC

Cllr Schofield read a letter from his wife, Mrs Margaret Schofield, thanking members of Fleet Town Council for the bouquet of flowers which had been delivered to her in recognition of her support of Cllr Schofield during his term of office as Chairman of the Town Council over the last four years

Cllr Schofield reminded all members of their obligation to make a financial return in respect of their recent election expenses. Returns to be made to Hart District Council's Election officer.

ITEM 1 ELECTION OF CHAIR

The outgoing chair, Cllr Schofield, called for nominations for Chairman. One nomination was received for Cllr Bob Schofield.

Resolved that Cllr Schofield be elected to the office of chair for the forthcoming year.

ITEM 2 ELECTION OF VICE-CHAIR

The chair called for nominations for the office of Vice-Chair. One nomination was received for Cllr Robinson

Resolved that Cllr Robinson be elected to the office of Vice-Chair for the forthcoming year.

ITEM 3 ACCEPTANCE OF OFFICE

The Acting Town Clerk confirmed that all the Declarations of Acceptance of Office had been signed and received

ITEM 4 APOLOGIES FOR ABSENCE

There were apologies from Cllrs Hope and Pierce

ITEM 5 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

ITEM 6 MINUTES OF MEETINGS

With the correction to Cllr Robinson's name at item 16 and following an assurance that progress on the finalisation of draft leases referred to at item 10 would be reported back to a future meeting, the minutes of the meeting held on 7 May 2014 were approved.

The Council received the minutes of the following committees

Development Control 12 May 2014

Policy and Finance Committee 7 May 2014

Establishment sub-Committee 19 May 2014

**ITEM 7 SUGGESTED CHANGES TO COMMITTEE ARRANGEMENTS
2014/2015**

The Council considered a report prepared by Cllr Schofield on the proposed rationalisation of the committee structure and meeting dates. The report suggested the consolidation of the RLA committee into Full Council, an amendment to the proposed dates of the quarterly Policy and Finance Committee to allow the previous quarter's figures to be available, the elevation of the Establishment sub-committee to a substantive standing committee and the greater use of working groups to prepare discussion papers for presentation to committees or Council.

There was a full discussion, particularly regarding the proposal to subsume the work of the RLA committee into full Council. Members were concerned to ensure that sufficient time was available for the necessarily detailed examination of the performance of the Harlington which accounted for a major part of the Council's Budget. Members expressed the view that this important work would need time that full Council would be unable to dedicate to this area of work.

There was however general agreement that the proposed later meeting dates for the quarterly Policy and Finance Committee sensibly allowed for each full quarter to be reviewed.

Similarly, the importance of the work of the establishment function with set quarterly meetings, rather than ad hoc dates, was recognised and agreed.

After careful consideration it was

RESOLVED

- a) **The RLA Committee be retained as a standing committee of the Council meeting on a quarterly basis.**

- b) The Policy and Finance Committee meet quarterly on Monday 21 July 2014, 20 October 2014, 19 January 2015 and 20 April 2015. Grant applications will only be considered at these meetings.
- c) The formality of 'taking in' the receipts and payments would be conducted as a standard item by full Council in March, May, June, September, November, December and February
- d) A substantive standing committee named the Establishment Committee be formed with meetings on a quarterly basis.
- e) Greater use be made of Working Groups to formulate proposals etc for consideration by committee or full Council
- f) That the consequential Amendments be made to Standing Orders, Financial Regulations and Terms of Reference of Committees.

ITEM 8 NOMINATIONS TO COMMITTEES, WORKING GROUPS AND PARTNERSHIP MEETINGS

Nominations were received for committees, working groups and partnership meetings:

It was RESOLVED that

- a) All evening meetings of committees and Council would begin at 7pm
- b) members would sit on the following committees, working groups and partnerships during 2014/2015:

RECREATION LEISURE AND AMENITIES COMMITTEE

**Cllr G Chenery
Cllr P Einchcomb
Cllr S Forster
Cllr D Gotel
Cllr A Oliver
Cllr B Schofield
Cllr J Wright**

PLANNING/DEVELOPMENT CONTROL COMMITTEE

**Cllr D Gotel
Cllr L Holt
Cllr A Hope
Cllr D Pierce
Cllr R Robinson
Cllr B Schofield
Cllr J Wright**

POLICY & FINANCE COMMITTEE

**Cllr R Einchcomb
Cllr L Holt
Cllr A Oliver
Cllr R Robinson
Cllr B Schofield
Cllr N Walton
Cllr R Woods**

ESTABLISHMENT COMMITTEE

**Cllr G Chenery
Cllr P Einchcomb
Cllr L Holt
Cllr R Robinson
Cllr B Schofield
Cllr J Smith**

TRANSPORT AND HIGHWAYS PARTNERSHIP

**Cllr S Forster
Cllr D Gotel
Cllr A Hope
Cllr K Jasper
Cllr D Pierce
Cllr B Schofield**

POLICE LIAISON PARTNERSHIP

**Cllr D Gotel
Cllr J Smith**

WORKING GROUPS MEMBERSHIP 2014/2015

Harlington Development Working Group

**Cllr G Chenery
Cllr P Einchcomb
Cllr D Gotel
Cllr K Jasper
Cllr B Schofield**

Lease Working Group

Cllr A Oliver
Cllr R Robinson
Cllr B Schofield
Cllr N Walton

Risk Management Working Group

Cllr Richard Robinson
Cllr Bob Schofield
Cllr J Smith

Item 9 MEMBERSHIP OF EXTERNAL BODIES

It was **RESOLVED** that the following members would represent FTC on external bodies:

The Hype Disco Cttee	Alex Robins
HDAPTC	Cllr B. Schofield Cllr R Robinson
HDC Parking Review Working Group	Cllr S Forster (for next meeting only) Cllr G Chenery (for subsequent meetings) Cllr D Gotel
Fleet Football Club	Cllr A Oliver
Fleet Future	Cllr B Schofield Cllr J Smith
Fleet Link	Cllr A Hope Cllr B Schofield Cllr N Walton
Rushmoor Transport Forum	Cllr B. Schofield Cllr D. Gotel Cllr A Hope Cllr N Walton (Reserve)
Fleet Phoenix (Observers)	Cllr G Chenery Cllr A Oliver
Older Persons Network	Cllr B. Schofield Cllr G. Chenery
HVA	Cllr A Oliver Cllr B Schofield Cllr J Smith
LCP	Cllr J Smith
Basingstoke Canal(when a place becomes available)	Cllr R Robinson

ITEM 10 MEETING SCHEDULE 2014/15

The members received and approved the schedule of meetings which reflected the changes approved at item 7 above. The schedule of meetings to be circulated.

ITEM 11 ANNUAL RETURN

The meeting considered the Annual Return for 2013/14

RESOLVED

To approve for signature by the Chairman for submission of the Annual Return 2013/2014

ITEM 12 AUDITOR'S REPORT 2013/2014

The meeting considered the Internal Auditor's report together with the proposed Action Plan to address the issues raised

RESOLVED

To note the Internal Auditor's report for 2013/14 and to approve the Action Plan

ITEM 13 ANNUAL FEES

The meeting considered the annual fees due and

RESOLVED

To approve the payment of the following fees

- **Hampshire Association of Local Councils (HALC) £1,877**
- **Institute of Cemeteries and Crematoria Management (ICCM) £90**

ITEM 14 HART FOOTBALL CLUB EVENT APPLICATION

The meeting considered an application from Hart Youth FC for permission to use Ancells Farm grassed area and pavilion for an end of season and presentation Fun Day on Sunday 22 June 2014

RESOLVED

To approve the application from Hart Youth FC for the use of Ancells Farm grassed area and Pavilion on Sunday 22 June 2014 for an end of season and presentation Fun Day subject to the payment of a £1000 bond.

ITEM 15 FEES AND CHARGES

The meeting considered the proposed fees and charges to be applied in 2014/2015

RESOLVED

To approve the fees and charges to be applied in 2014/2015

ITEM 16 CO-OPTION

The members were reminded that following the local elections in May 2014 there were 4 vacancies (2 in Fleet Central and 2 in Courtmoor wards)

NALC's guidance on *Insufficiency of Candidates at Ordinary Election (Co-option)* was noted.

Following discussion it was suggested that, if possible, all 4 vacancies should be filled by co-option and that the Council should prescribe local criteria to be applied during the consideration of co-optee candidates

RESOLVED

- a) **The following criteria should be met:**
 - **The applicant co-optee should reside in postcode areas GU51 or GU52**
 - **The applicant should make an application in writing which reflected a commitment to Fleet, to the local community, and to its general well-being**
- b) **The Chairman and Vice-Chairman be authorised to consider any such applications and make a recommendation to Council**
- c) **HDC Electoral Services be advised of the Council's intentions**

ITEM 17 FLEET TOWN COUNCIL LAND OWNERSHIP

The Council noted the schedule showing Fleet Town Council's land ownership

ITEM 18 STATEMENT OF COUNCILLOR ATTENDANCE 2013/2014

The Council noted the statement of Councillors attendance at Full Council meetings during 2013/14

ITEM 19 INSURANCE COVER

It was noted arrangements have been made for insurance cover in 2014/15

ITEM 20 ACTING TOWN CLERK'S REPORT

The Council noted the Acting Town Clerk's update report on progress and thanked her for the impressive number of matters that had been satisfactorily progressed.

It was also reported that 4 applications had been received for the post of Facilities Officer.

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

ITEM 21 FTC-OFFICER ORGANISATIONAL STRUCTURE

Cllr Holt presented a paper that he and Cllr Schofield had prepared following the meeting of the Establishment Sub-Committee on 19 May 2014. The paper dealt with the suggestion that the Council’s staff organisation be developed on the basis of separating the Council’s ‘legal functions’ from its ‘commercial functions’. The members discussed the merits of this and agreed to the principle of this approach.

It was noted that the Acting Town Clerk and the Harlington General Manager had been invited to prepare and had prepared proposed staff structures that would support such an organisational split in functions.

The Establishment Committee at the meeting scheduled for 18 June 2014 would take due note of these proposals in developing a detailed staff structure.

ITEM 22 DATE AND TIME OF NEXT MEETING

The next meeting of Full Council will be on Wednesday, 2 July 2014 at the Harlington, at 7.00 pm. PLEASE NOTE TIME

There being no further business the meeting ended at 10.30 pm.

Signed.....

Date:.....