



TO: Councillors R Schofield (Chairman), S Cattle, G. Chenery, P. Einchcomb, S. Forster, D. Gotel, A Gray, L. Holt, A. Hope, K Jasper, A. Oliver, D. Pierce, R Robinson, J Smith, N Walton, R Woods, J. Wright

NOTICE OF MEETING

Notice is hereby given of

**A MEETING OF
THE FLEET TOWN COUNCIL**

Wednesday 3 June 2015 at 7 p.m.

at The Harlington

All members are summoned to attend

SIGNED:

Town Clerk

Date: 28 May 2015

NB Arrangements have been made for members to view the proposed parking meter (pay machine) on the third floor of the HDC Civic offices at 6.30pm

NB To mark the start of the 2015/2016 Local Government Year, arrangements have been made for an official photograph of the Council to be taken before the meeting. Please arrive at 6.45 pm

AGENDA

Item 1 APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

Item 2 DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

Item 3 QUESTIONS FROM THE PUBLIC

(3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

Item 4 MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Annual Council Meeting held on Wednesday 13 May 2015-copy attached

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

Development Control Committee	11 and 26 May 2015
Planning Committee	26 May 2015

- Copies attached

Part 1 – ITEMS FOR DECISION

Item 5 ANNUAL RETURN

To receive and approve the Annual Return for 2014-2015-copy attached

RECOMMENDATION

To approve for signature by the Chairman and submission of the Annual Return for 2014/2015

Item 6 AUDITOR'S REPORT and ACTION PLAN

To receive the internal auditor's report for 2014/2015 and the proposed Action Plan-copies attached

RECOMMENDATION

- a) To note the internal Auditor's Report for 2014/2015

- b) To consider the proposed Action Plan following the report of the internal auditor-copy attached

Item 7 STANDING ORDERS

Further to the review and adoption of Standing Orders and Financial Regulations at the last Council meeting held on 13 May 2015, the need for two further amendments has now been identified. It is therefore necessary to invoke SO 33 to suspend Standing Order 12(a) in order to consider the matter.

The proposed amendments are as follows:

Add to SO 36(i)

To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees ***providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council***

Delete from SO 36 (j)

To manage the central administration budget. ***Note that only full Council shall expend any sums under the civic and democratic budget heading***

RECOMMENDATION

To invoke SO 33 in order to suspend Standing Order 12(a) and approve the Changes to Standing Order 36 (i) and 36 (j) , as set out above, for inclusion with the Standing Orders approved by Annual Council on 13 May 2015

Item 8 FINANCIAL MONITORING

To receive:

- a) To receive the bank reconciliation for April 2015
- b) To receive the cash book for April 2015
- c) To receive the List of Payments for March 31 2015 - Year end
- d) To receive the List of payments for April 2015
- e) Income received to 28 May 2015
- f) Expenditure incurred up to 28 May 2015
- g) The Budget /Actual /Projection Summary as at 30 April 2015
- h) The earmarked reserves as at 1 April 2015

Copies attached

RECOMMENDATION

To receive into the minutes:

- a) To confirm that the bank reconciliation for April 2015 equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- b) To receive and accept into the minutes the List of Payments for March 2015

- c) To receive and accept into the minutes the List of Payments for April 2015
- d) Income receipts up to 28 May 2015
- e) Expenditure statement 28 May 2015
- f) The Budget/Actual/Projection Summary as at 30 April 2015

Item 9 REVIEW OF EARMARKED RESERVES

- a) To consider the decision (incorrectly recorded as a resolution, rather than a recommendation,) of the Policy and Finance Committee held on 20 April 2015) to recommend to Council :
 - i. That General Reserves be set at £50,000(roughly equated to 10% of precept) as base reserve against risk on the Harlington income
 - ii. That fees for the new Harlington development project be held at £100,000
 - iii. To release the £45,000 held for pay on exit parking. Should the £45,000 not become available then reallocation of funding will be required.
 - iv. A further £20,000 be held for potential fees associated with the Neighbourhood Plan
 - v. To a further £8,000 to be earmarked for Harlington technical equipment
 - vi. A further £1,000 for office equipment
- b) In the light of comments from the Internal Auditor, and available funds, members to consider a further report on the matter-copy attached

RECOMMENDATION

- a) To re-allocate £100,000 for the new Harlington Development from 900-9021 Edenbrook Play Area Grounds Maintenance
- b) If the £45,000 Earmarked reserve for Pay on Exit parking (900-9031) is not required(decision to be made at July 2015 HDC Cabinet,) then the funds to be allocated as follows:
 - £20,000 Neighbourhood Plan
 - £8,000 Technical Equipment
 - £1,000 office furniture
 - £2,300 for Ancells Farm replacement boiler
 - The balance to be returned to general reserves

Item 10 CHARGE CARDS – HSBC

Once the final transfer of all funds from Co-operative Bank to HSBC has taken place, it will not be possible for the Council to have Co-operative Credit cards. Members are therefore asked to approve the opening of credit card accounts with the HSBC Bank for the General Manager, The Facilities and Open Spaces Manager and the Deputy Town Clerk.

The Council's Credit card policy/procedure is attached indicating the proposed changes to the approved credit card holders.

RECOMMENDATION

- a) To approve the opening of an HSBC Credit Card Account

- b) To approve The General Manager, The Facilities and Open Spaces Manager and the Deputy Town Clerk
- c) To approved the changes to the approved credit card holders within the Credit Card Policy/procedure

Item 11 INVESTMENTS

Further to P & F Committee (Item 6) 20 April 2015, that £300,000 will be invested in a Nationwide Instant Access Account, further investigation has revealed that it would be more beneficial to invest the funds in a guaranteed UK fund (with a guarantee up to £85,000) There would also be an improvement in the interest rate from 0.85% to 0.95%

RECOMMENDATION

- a) That an account be opened with Nationwide Building Society and that Nationwide Building Society is authorised to accept instructions or requests given by the business relating to withdrawals and transfers in accordance with the signing mandate supplied. It is also confirmed that the persons signing the declaration have the relevant authority to act on behalf of the business in the opening and operation of this account.
- b) That £300,000 be invested in the Nationwide Instant Access account.

Item 12 HCC-SHAPING HAMPSHIRE-SPENDING REVIEW CONSULTATION

To consider the Council's response to the HCC Consultation-copy email attached

RECOMMENDATION

To set up an ad hoc working group with delegated authority to submit the FTC response to the consultation paper

Item 13 PANTOMINE 2015

Members are asked to suggest for consideration an appropriate local charity to benefit from donations given at the 2015/16 Pantomime – Aladdin.

The charity has the opportunity to raise funds through bucket collections or other initiatives, with the level of benefit they receive being determined by their level of engagement with the pantomime. The relationship between the two parties needs to benefit both, which will be achieved by a commitment to make the most out of all marketing opportunities.

RECOMMENDATION

To suggest an appropriate local charity to benefit from donations made at the pantomime

Part 2 – ITEMS TO NOTE

Item 14 LOCAL POLICE UPDATE

To note any report of the local police team

Item 15 FLEET FUTURE

To receive any update on the work of Fleet Future

Item 16 HCC/HDC

To receive any update on any HDC/HCC matters concerning FTC

Item 17 TOWN CLERK'S REPORT

To receive and note the Town Clerk's Report-copy attached

Item 18 DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be held on Wednesday
1 July 2015 at the Harlington at 7pm