



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**

on

Wednesday 3 September 2014 at 7 p.m.(PLEASE NOTE TIME)

in

The Harlington

All members are summoned to attend

SIGNED:

Town Clerk

Date: 28 August 2014

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 Council Meeting held on Wednesday 2 July 2014-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 14 and 28 July, 11 August 2014

RLA Committee 16 July 2014

Policy and Finance Committee 21 July 2014

Risk Management Working Group on 9 July 2014

Copies attached

Part 1 – ITEMS FOR DECISION

Item 5 APPOINTMENT OF INTERNAL AUDITOR

To approve the appointment of the Council's internal auditor.

RECOMMENDATION

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council

Item 6 RISK MANAGEMENT

To consider and adopt the recommendations of the Risk Management Working Group held on 9 July 2014- report, Summary of Risk Register and Action Plans attached

RECOMMENDATION

That the Risk Assessment Document and Action Plans be adopted by Council

Item 7 PROGRESS ON RENEWAL OF LEASES

A brief update on the the progress of the leases is shown below. Cllr Bob Schofield will give a verbal update of the latest situation at the meeting.

- A response has been received from Headleys Solicitors regarding the draft leases and particulars
- A preliminary discussion has started with the Basingbourne Park Scouts.
- The Cricket Club at Calthorpe Park, as yet, have not responded to the draft lease.
- The lease for the Scouts at Calthorpe Park is in the process of being sent

Councillors are to consider the response from Headleys Solicitors regarding the points raised by Fleet Town Council. The following items are attached for information :

- a. Copy of the original draft lease
- b. Particulars for each of the 3 leases
- c. Response from Headleys Solicitors

RECOMMENDATION

To determine the content of the final lease and particulars taking into account Headley's comments

Item 8

DATE OF ANNUAL RESIDENTS' MEETING

To agree the date of the next Annual Residents' Meeting for Tuesday 31 March 2015

RECOMMENDATION

To agree the date of the Annual Residents' Meeting 2015

Item 9

PARKING IN FLEET

The District Council is currently reviewing a number of proposals for altering parking in Fleet. These include:

1. Installation of Pay on exit payment.
2. Amendment of the car park charges as proposed by Fleet Future –copy attached
3. Installation of 30 min free parking in the evening and on Sundays.

It is proposed that reports considering these issues will be taken to the HDC October Cabinet.

Fleet Town Council is invited to suggest whether any other parking proposals for Fleet be considered.

RECOMMENDATION

To consider and respond to the HDC invitation for additional parking issues to be considered

Item 10**GRANT APPLICATIONS**

It was agreed at the July Policy and Finance Committee that Grant Applications would only be considered at its Quarterly Policy Meeting, This information is to be included in the next Town Talk Newsletter, on Facebook and the Council's web site, within Fleet Life etc. In the meantime, local organisations have not been aware of this change. Therefore, the following grant applications have been brought to the Full Council for consideration.

- Fleet Future Fashion Show
- Fleet and District Festival Committee
- Fleet Town Centre Project

Copy applications attached

RECOMMENDATION

To determine three grant applications

Item 11**FINANCIAL MONITORING**

To receive

- a. Cash Book up to 31 July 2014
- b. Bank Reconciliation up to 31 July 2014
- c. List of payments up to 31 July 2014
- d. Income received up to 28 August 2014
- e. Expenditure payments up to 28 August, 2014

RECOMMENDATION

- a) To confirm that the bank reconciliation equals zero and Cllr Robinson to confirm that the bank statement matches the reconciliation and to sign the bank statements and payment schedule for July 2014
- b) To receive into the minutes the Income Receipts and Expenditure statement up to 28 August, 2014

Part 2 – ITEMS TO NOTE**Item 12****HARLINGTON DEVELOPMENT WORKING GROUP**

Members are asked to note that Cllr Forster has now joined the Harlington Development Working Group (wef 17 July 2014)

Item 13**THE HARLINGTON SURVEY UPDATE**

To note that the Harlington Development Working Group has now met with David Fenton, the Marketing Research Consultant, who has now provided the first draft of the survey. The Working Group will be meeting to review the survey during the next week.

- Item 14 STANDING ORDERS**
To note that the amendments to Standing Orders to reflect the changes previously approved by Council have been incorporated-copy to be circulated at the meeting for inclusion in the members own handbook
- Item 15 S106 ALLOCATIONS AS AT AUGUST 2014**
To note the S106 allocations-copy email from HDC attached
- Item 16 REMEMBRANCE SUNDAY 9 NOVEMBER 2014**
To note the arrangements for Remembrance Sunday 2014-report attached
- Item 17 FLEET FUTURE**
To receive any update on the work of Fleet Future
- Item 18 HCC/HDC**
To receive any update on any HDC/HCC matters concerning FTC
- Item 19 CLERK'S REPORT**

Part 3 CONFIDENTIAL ITEMS

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

- Item 20 UPDATE ON STAFF STRUCTURE**
To receive an update on the staff structure
- Item 21 DATE AND TIME OF NEXT MEETING**
The next meeting of the Council will be held on Wednesday 1 October 2014 at the Harlington at 7pm