



To Councillors: R Schofield (Chairman), R Ashworth, G Carpenter, G Chenery, P Einchcomb, L Holt, A Hope, K Jasper, J Kirkpatrick, A Oliver, D Pierce, R Robinson, S Tilley, S. Wheale, P Wildsmith, R Williams, G Woods, J Wright

NOTICE OF MEETING

Notice is hereby given of

A MEETING OF

THE FLEET TOWN COUNCIL

on

Wednesday 4 September 2019 at 7p.m.

in

The Harlington

All members are summoned to attend

SIGNED:

Janet Stanton,
Town Clerk

Date: 29 August 2019

A G E N D A

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 Meetings held on Wednesday 3 July 2019 and Wednesday 14 August 2019- copies attached.

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

Development Control	24 June, 8, 22 July 2019 12 August 2019
Policy and Finance	15 July 2019
Risk Management	30 July 2019

Item 5. HCC/HDC

To receive any update on HDC/HCC matters concerning FTC

Part 1 – ITEMS FOR DECISION

Item 6. FINANCE UP TO 31 July 2019

To receive the following

a)	Balance sheet as at 31 July 2019	included in agenda pack
b)	Budget detail as at 31 July 2019	included in agenda pack
c)	Income & Expenditure detail July 2019	included in agenda pack
d)	Bank reconciliation – June 2019	on FTC portal and web site
e)	Cash Book – July 2019	on FTC portal and web site
f)	List of Payment – July 2019	on FTC portal and web site
g)	List of BACS payments	on FTC portal and web site
h)	FTC Charge Card statements for June 2019	on FTC portal and web site
i)	Q1 2019-20 VAT	on FTC portal and web site

RECOMMENDATION

To receive and accept into the minutes:

a) Balance sheet as at 31 July 2019	included in agenda pack
b) Budget detail as at 31 July 2019	included in agenda pack
c) Income & Expenditure detail July 2019	included in agenda pack
d) Bank reconciliation – June 2019	on FTC portal and web site
e) Cash Book – July 2019	on FTC portal and web site
f) List of Payment – July 2019	on FTC portal and web site
g) List of BACS payments	on FTC portal and web site
h) FTC Charge Card statements for June 2019	on FTC portal and web site
i) Q1 2019-20 VAT	on FTC portal and web site

Item 7. LIONS LEASE

At the meeting of Council on 6 July 2016, the following resolution was passed in relation to the leases for:

- Fleet Cricket Club in Calthorpe Park
- 1st Crookham Scouts in Basingborne Park
- 22nd and 26th Odiham Scouts in Calthorpe Park

‘to waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant's performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in reinstatement of the full rent as set out in the Particulars’

The Fleet Lions have now signed a new lease for the Community Store and to be brought in line with the leases referred to above, Members are now asked to approve a rent waiver of £500 for the Lions Community Store for the current financial year to be reviewed again at the Annual Council Meeting.

RECOMMENDATION

To approve the rent waiver for the Lions Community Store for 2019-2020

Item 8. NOTICE OF CONCLUSION OF 2018-2019 EXTERNAL AUDIT

To receive the Annual Governance and Accountability Return from the External Auditor PKF Littlejohn LLP for the year ended 31 March 2019 and to note that there were no qualifications.

RECOMMENDATION

That the Annual Governance and Accountability Return of the external auditor for 2018/2019 be received and accepted by Full Council

Item 9. APPOINTMENT OF INTERNAL AUDITOR FOR 2019/2020

To approve the appointment of the Council's internal auditor for 2019/2020

RECOMMENDATION

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2019/2020

Item 10. RISK MANAGEMENT

To receive the minutes of the Risk Management Working Group held on 30 July, 2019, the summary of risk register and action plan. *(copy attached)*

RECOMMENDATION

That the Summary Risk Assessment Register and Action Plan be adopted by Council.

Item 11. CHRISTMAS LIGHT SWITCH ON AND FESTIVAL

To receive and consider a report on the Christmas Light Switch-on and Festivities. *Copy report attached.*

Copy of Trading Agreement is available on the portal.

RECOMMENDATION

That Members approve:

1. A Review and the signing of the Trading Agreement with the Christmas Market Operator by two members of the Policy and Finance Committee for the 2019 Christmas Festival.
2. That FTC, to separately manage the payments and income for the event through its own accounts system using cost codes specifically for this purpose
3. Printing of 300 letters to town centre residents from FTC's own resources.

Item 12. CHRISTMAS OFFICE CLOSURE ARRANGEMENTS

It is requested that the FTC office close at 12pm on Tuesday 24 December 2019 and re-open at 9am on Thursday 2 January 2020. FTC officers will be required to take annual leave to cover the period 27-31 December 2019 (3 days).

RECOMMENDATION

To approve the closure of the Fleet Town Council Offices from 12pm on Tuesday 24 December 2019 until 9am on Thursday 2 January 2020.

Part 2 – ITEMS TO NOTE

Item 13. HARLINGTON DEVELOPMENT

Condition Survey Report.

The Condition report is progressing to schedule. All the surveys, testing and investigations of the site have now been completed. This was managed very effectively without any major disruption to the users of the building. Based on the information gathered, the results are currently being reviewed by the Quantity Surveyor on the pricing element of the survey.

The report will be put together during September with the Condition Survey being submitted to FTC at end of September. Once the report has been received, this will be reviewed by the Harlington Working Group when any clarifications will be obtained and incorporated into the final report. It is expected that the final condition survey and recommendation of the Harlington Working Group will be taken to Council for consideration during the first quarter of 2020.

Item 14. REMEMBRANCE DAY ARRANGEMENTS

This year's Remembrance Day event will be held on Sunday 10 November 2019. As last year, the service will be held in the Harlington followed by a Parade and Wreath-Laying ceremony in Gurkha Square. Finally, refreshments will be served in the Harlington.

As in previous years, volunteers to assist with serving the refreshments are asked to let Janet/Charlotte know of their willingness to help.

Item 15. UPDATE ON ANCELLS BUS

To receive and note an Update report. *(copy Attached)*

Item 16. UPDATE ON FLEET LINK

To receive and note the report. *(copy attached)*

Item 17. FLEET MARKET – GURKHA SQUARE REPORT

The tender bid for a Gurkha Square Market Operator went live on the national Contracts finder website on 20 August 2019. The traders who attend the current market on Gurkha Square have all been advised of the tender process should they wish to submit a bid. The closing date for receipt of tenders is 6 September 2019.

FTC is now working with Hart District Council to finalise the lease for Gurkha Square to manage the market each Saturday plus 6 Sundays throughout the year for specialist markets.

Item 18. COMPLAINTS

To receive and note the report. *(copy attached)*

Item 19. TOWN CLERK'S REPORT

To receive and note the update report of the Town Clerk *(copy attached)*

Item 20. DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be held on Wednesday 2 October 2019 at The Harlington at 7pm.

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 Town Council, the Public and Press will be excluded from the Meeting

The following types of business will be treated as confidential:

- a) **Engagement, terms of service, conduct and dismissal of employees**
- b) **Terms of tenders, and proposals and counter proposals in negotiations for contracts**
- c) **Preparation of cases in legal proceedings**
- d) **The early stages of any dispute**

There are no confidential Items