



FLEET TOWN COUNCIL MEETING MINUTES

Wednesday 5 June 2013
The Harlington
Fleet

Present

Councillors Bob Schofield (Chairman), Richard Appleton, Chris Butler, Grahame Chenery, Paul Einchcomb, Sue Fisher, Alan Hope, Leslie Holt, Alan Oliver, Helen Perthen, Dai Pierce, Richard Robinson, Sue Tilley, Wallace Vincent, George Woods

Also Present

Cllr Wheale

James Corrigan - Town Clerk
Janet Stanton – Deputy Clerk
Sheila Rayner-Committee Clerk

ITEM 1 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Axam and Forster

ITEM 2 DECLARATIONS OF INTEREST

There were no Declarations of Interest

ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

ITEM 4 MINUTES OF PREVIOUS MEETINGS

The Town Council received and approved as a correct record the minutes of the Annual Town Council Meeting and the Ordinary Town Council Meeting held on Wednesday 15 May 2013.

At item 6 of the minutes of the ordinary Council Meeting held on 15 May 2013, Cllr Wheale updated the meeting on the progress of the Carnival Committee taking over

the organisation of Fleet Festivities .The Town Clerk confirmed that the Town Council had offered support and was committed to organising the stage, Christmas lights and Christmas tree for the event again.

The Council received the minutes of the following committee meetings

Development Control	28 May 2013
Policy and Finance Committee	15 and 23 May 2013. The meeting on 23 May 2013 was chaired by Cllr Appleton

ITEM 5 CHRISTMAS LIGHTS TENDER 2013, 2014, 2015

Following a tendering procedure, the Members considered a report on the Tenders submitted by four companies. Five suppliers had been invited to bid for a 3 year contract to install and maintain a lighting display and to further improve the display by including 3 cross street motifs and illuminating a further tree in Fleet Road.

RESOLVED

- (a) To award the 3 year contract (Christmas 2013, 2014,2015) for the festive lights in Fleet to Company No 1 Option 2 (including 3 new cross street motifs) in the sum of £33,755 made up as follows:

Year 1	£12,071
Year 2	£10,842
Year 3	£10,842

- (b) In the event of no sponsor being secured, FTC to supply and install the Christmas Tree in Gurkha Square up to a cost of £500

ITEM 6 WORKS TO THE HARLINGTON LAYOUT

The Members considered a report on the proposed alterations to the layout of the Harlington. The proposals provide for the creation of new office space in the disused former gym area where all the Harlington and Town Council staff will be located and the creation of a soft play space and additional coffee area in the Harlington reception area.

Following a tendering process inviting in total nine companies only three had submitted tenders.

The lowest tender received was in the sum of £42,716.

The total available ear marked reserves of £33,452 means there is a shortfall of £9,264 and Members considered how this budget shortfall could be met.

It was noted that Church Crookham Parish Council was undecided regarding their relocation within the Harlington and were actively pursuing alternative accommodation arrangements.

It was hoped that CCPC could be persuaded to remain in the Harlington, otherwise the existing Town Council office would be lettable space.

RESOLVED

- (a) That the tender to undertake all the alteration works in the sum of £42,716 be accepted
- (b) That funding be met from earmarked reserves of £33,452, supplemented by non-earmarked reserves of £9,264 and a contingency of £5,000 from non-earmarked reserves
- (c) That work commence as soon as possible.

ITEM 7 ACCOUNTS REPORT AND ANNUAL RETURN 2012/13

The Members received the year-end financial statements for 2012/13 and the accounting statements for the year-end March 2013. The Annual Governance Statement was also considered with each of the nine statements of Corporate Governance . The members noted the Council's financial position and requested that a revised statement of earmarked reserves to include the previously agreed CCTV provision in Calthorpe Park be submitted to the next meeting of the Policy and Finance Committee.

Members thanked Cllr Robinson for his continuing assistance with checking the monthly accounting statement

RESOLVED

- (a) That the Chairman be authorised to sign the year end accounting statements for 2012/2013
- (b) That the Chairman be authorised to sign the Annual Governance statement for 2012/2013

ITEM 8 AUDITORS REPORT 2012/13

The members considered the Internal Auditor's report 2012/2013 and noted a number of matters that had been highlighted. Having noted the matters it was

RESOLVED

That the Town Clerk be requested to formulate an Action Plan to address, as appropriate, the matters highlighted by the Internal Auditor, for approval by a future meeting of the Policy and Finance Committee.

ITEM 9 FINANCIAL RISK ASSESSMENT

The Members considered a summary risk assessment and requested that the Risk Working Group be reconvened to review the Full Risk Register and report back

RESOLVED

That the Risk Working Group meet on Monday 1 July 2013 at 7.30pm to review the Risk Assessment and report back to the Policy and Finance Committee

ITEM 10 VACANCY FOR TOWN COUNCILLOR-ANCELLS WARD

It was noted that following the recent advertisement regarding the vacancy for a Town Councillor for Ancells Ward, no election had been demanded.

Members indicated that they would like to invite applications for consideration to be co-opted as the Member for Ancells Ward for the remainder of the term until May 2014.

It was agreed that statements of one page should be invited from interested parties who preferably resided in Ancells and with the hope that a broad representation of applicants may be attracted.

RESOLVED

That applications be invited by way of Facebook, noticeboards etc to be co-opted as the Member for Ancells Ward up until May 2014 and that 3 Councillors be selected to assess the applications and make a recommendation to Council

ITEM 11 EVENT REQUESTS

(a) Hart FC Fun Match

The meeting considered an application to use Ancells Farm on 8 June 2013 for the Hart FC Fun Match.

RESOLVED

Subject to the satisfactory completion of the application form, the Town Clerk be authorised to approve the use of Ancells Farm as requested.

(b) National Play day

The meeting considered an application to use Ancells Farm on 3 or 4 August 2013 for National Play Day.

Following consideration of a number of issues concerning insurance, the satisfactory completion of the application form and the role of FTC it was

RESOLVED

- (i) That the application be approved on the basis of the Friends of Ancells Farm acting as the event organiser and the submission of satisfactory plans etc
- (ii) That the Events Policy be reviewed at the next meeting of the Policy and Finance Committee

ITEM 12 REPORT FROM HDC/HCC MEMBERS

Cllr Wheale reported on the latest position regarding High Street Parking and sought the views of Town Councillors on two locations. Following discussion the members indicated the following:

- The on- street space outside Barclays Bank reverts to a car parking space (not a disabled space) but in the event that this is not possible then it be designated as a space for motor cycles
- Two bays be retained outside Birch Parade (the status quo)

Cllr Wheals also sought views on the continuation of the Lengthsman Scheme and the Highways Partnership. Following discussion the members indicated that:

- The Lengthsman scheme be retained
- The Highway Partnership meeting be retained but with an improved format which delivered better results.

Cllr Appleton reported on:

- Possible Sunday parking issues
- Project Integra Clothes Collection Scheme

Cllr Schofield reported on:

- The Local Plan Public Inquiry begins with an introductory meeting with the Inspector during w/c 10 June 2013 and further specific topic meetings on 10 July 2013 and the 3rd to the 13th September to which FTC has been invited

ITEM 13 FLEET FUTURE

The meeting considered the Fleet Future update report and noted that the consultation period may overrun because of the summer holiday period

ITEM 14 TOWN CLERK'S REPORT

The meeting noted the report of the Town Clerk. In particular the following was discussed:

- Complaint about the cemetery and the acknowledgement that FTC needed to install a noticeboard with the a display of cemetery guidelines and produce a cemetery Development Plan
- An approach to the Baptist Church with a view to converting the existing shelter to a small chapel
- The requirement to fill the vacancy of Facilities Manager as soon as possible
- A range of issues concerning Oakley Park which could lead to unscheduled expenditure by FTC

ITEM 15 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Wednesday 3 July 2013 at 7.30pm at The Harlington.

There being no further business the meeting closed at 10.23pm.

Signed.....

Date:.....