



**To Councillors:** R Schofield (Chairman), R Ashworth, G Chenery, P Einchcomb, L Holt, A Hope, K Jasper, J Kirkpatrick, A Oliver, M Peddell, 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 6 June 2018 at 7p.m.**

in

**The Harlington**

All members are summoned to attend

SIGNED:

Janet Stanton,  
Town Clerk

Date: 31 May 2018

## **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 (and the confidential minutes) of the Annual Council Meeting held on Wednesday 16 May 2018 - copy attached.  
To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration.

<b>Committee:</b>	<b>Date:</b>
Development Control Committee	14 and 29 May 2018
Planning Committee	29 May 2018
Policy and Finance Committee	21 May 2018

### **Part 1 – ITEMS FOR DECISION**

**Item 5 INTERNAL AUDIT REPORT AND ACTION PLAN**

To consider the **RECOMMENDATION** of the Policy and Finance Committee (item 10 21 May 2018) to receive and note the report and to approve the Action Plan-copies attached

**Item 6 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017- 2018**  
To consider and approve the findings of the review by the Policy and Finance Committee ( item 9 21 May 2018) on the effectiveness of the system of internal control and preparation of the Annual Governance Statement (Part 3 Sections 1 and 2)

#### **RECOMMENDATION**

- a) To approve the Annual Governance Statement-section 1
- b) To approve the Accounting Statements –section 2
- c) That the Chairman signs the Annual Governance and Accountability Return Part 3 for 2017—2018 on behalf of the Council

**Item 7 HARLINGTON DEVELOPMENT UPDATE**

To receive and note an update report from Cllr Schofield

#### **RECOMMENDATION**

To receive the report and resolve any recommendations as necessary

**Item 8 EARMARKED RESERVES**

The Policy and Finance Committee at its meeting on 21 May 2018, RESOLVED

to recommend the allocation of Earmarked Reserves-schedule attached

**RECOMMENDATION**

To approve the schedule of Earmarked Reserves as recommended by the Policy and Finance Committee

**Item 9 THE HARLINGTON - GENTS TOILETS**

Members will be aware that the Gents urinals and pipework in the Harlington are in serious need of refurbishment/replacement. The Clerk is currently in discussion with Hart District Council regarding the solution to the problem and establishing who is responsible for the repair. A verbal update on the latest situation will be given at the meeting.

Members are asked to authorise the Clerk, in conjunction with the Chairman, to progress these repairs as a matter of urgency and, if necessary to approve expenditure up to £5,000 should this become necessary.

**RECOMMENDATION**

- i. To authorise the Clerk, in conjunction with The Chairman, to progress the repairs a matter of urgency
- ii. To approve expenditure for repairs up to £5,000 should this become necessary
- iii. To allocate £5,000 from general reserve

**Item 10 FINANCIAL REGULATIONS**

In line with good practice, Financial Regulations have been reviewed to ensure compliance with statutory requirements and to update locally set levels to assist the smooth running of the Council

A copy of Financial Regulations is attached which provide for statutory levels but also show in red revisions to locally set thresholds/levels-copy attached

**RECOMMENDATION**

To approve suggested revised thresholds/levels as set out

**Item 11 General Data Protection Regulations (GDPR)**

As Members are aware the new GDPR legislation came into effect on 25 May 2018 and the Council is now required to be compliant with the new GDPR legislation. For information, a copy of the Information Commissioner's Office (ICO) documents "Guide to General Data Protection" and "What is Personal Data" is available on the FTC Portal and web site. Members are asked to acquaint themselves with the contents of these important documents.

Members are therefore asked to receive and approve the following policy documents  
– *copies attached*

- a. The Data Protection & Privacy Policy
- b. The Harlington – Privacy Policy
- c. The Privacy statement/consent for Fleet Town Council

#### **Member and Staff GDPR Training**

To ensure that all Councillors and staff understand the implications of this new legislation and how it affects the Council operation and Councillors personally, two training sessions have been arranged for staff and Councillors on Wednesday 20 June. The suggested times are 3pm – 5pm and either 5pm – 7pm or 6pm- 8pm, which ever is most convenient. If 6pm – 8pm is the preferred time, then the start of the RLA Meeting would be delayed until 8pm, directly after the training session. Refreshments will be provided.

#### **RECOMMENDATION**

##### **To approve:**

- a. The Data Protection & Privacy Policy
- b. The Harlington – Privacy Policy
- c. The Privacy statement/consent for Fleet Town Council
- d. Members to confirm at this Council meeting which session of the GDPR Training on 20 June they will attending

### **Part 2 – ITEMS TO NOTE**

#### **Item 12 CONTRACTS**

To note that the contract for Grounds Maintenance was awarded to Nigel Jeffries Landscapes at a value of £132,613.22 pa (not including the day work provision of £9,645),for the next 5 years.

#### **Item 13 HCC/HDC**

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

#### **Item 14 TOWN CLERK'S REPORT**

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

#### **Item 15 DATE AND TIME OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 4 July 2018 at the Harlington at 7pm.