



TO: Councillors R Schofield (outgoing chair), G. Chenery, P. Einchcomb, D. Gotel, A. Gray, L. Holt, A. Hope, R. Hunt, K Jasper, A. Oliver, D. Pierce, R Robinson. J Smith, N. Walton, J. Wright

NOTICE OF MEETING

Notice is hereby given of

THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL

on
10 May 2017 at 7p.m.

in

The Harlington

All members are summoned to attend

SIGNED:

Town Clerk

Date: 4 May 2017

Members are asked to note that revised pages for the Councillors' Manual will be circulated in due course, to reflect any decisions made below

AGENDA

- Item 1 ELECTION OF CHAIRMAN**
To receive nominations for and to elect a chairman of the Fleet Town Council for the local government year 2017 - 2018
- Item 2 ELECTION OF VICE CHAIRMAN**
To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2017 – 2018
- Item 3 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 4 DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interests 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 5 MINUTES OF MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 5 April 2017-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

27 March 10 and 24 April 2017

Copies attached

Part 1 – ITEMS FOR DECISION

Item 6 NOMINATIONS TO COMMITTEES and WORKING GROUPS 2017/2018

To consider the allocation of members to committees and working groups

- a) Membership of Committees 2017/2018
- b) Membership of Working Groups 2017/2018

Papers are attached which show the preferences of members for service on committees and working groups in 2017/2018

RECOMMENDATION

To approve the membership of Committees and Working Groups for 2017/2018

Item 7 APPOINTMENTS TO EXTERNAL BODIES

a) Fleet Crondall and Crookham Welfare Trust

To consider the invitation for FTC to be represented on the Fleet Crondall and Crookham Welfare Trust. Crookham Village, Crondall and Church Crookham Parish Councils are already represented-paper attached

b) Representation on Outside Bodies

To consider the allocation of members to represent Fleet Town Council on Outside Bodies.

A paper is attached which shows the preference of members to represent FTC on Outside Bodies in 2017/2018

RECOMMENDATION

To approve the representation of FTC on Outside Bodies for 2017/2018

Item 8

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

A review of Standing Orders and Financial Regulations has been carried out in line with the usual practice for the Annual Meeting of Council

All members have already been invited to submit any suggestions to the Town Clerk

Cllr Schofield has submitted a range of suggestions covering the following matters:

Standing Orders

- Increase delegation from the Policy and Finance Committee to the Establishment Committee regarding setting staff resources within budgetary limits
- Removal of a reference to Freedom of Information appeals
- A renumbering of some Standing Orders to give a more logical flow to the order of Standing Orders
- Issue of Standing Orders to Councillors
- Reference to the Neighbourhood Plan
- Delegation between Risk Management Working Group and the Policy and Finance Committee
- Clarification on the suspension of Standing Orders
- Appointment of working parties
- Clarification regarding the general application of Standing Orders
- Clarification in the absence of a Deputy Town Clerk post
- Deletion of the word 'seal' as there is no Council seal
- Clarification regarding rescission of decisions

Financial Regulations

- Clarification in the absence of a Deputy Town Clerk post
- End date for budget preparation amended from November to October
- Banking arrangements and cheques
- Payment of salaries
- Risk Management
- A recommended revision regarding contracts will be reported to members once advice had been received from HALC

A copy of the existing Standing Orders and Financial Regulations, with the

proposed changes marked in red, is attached

RECOMMENDATION

To approve the proposed amendments to Standing Orders and Financial Regulations

Item 9 MEETING SCHEDULE

Members will recall that a schedule of meetings was approved by Council on 7 December 2016 with revisions made by Council on 5 April 2017 for adoption by this meeting of the Annual Council.
Copy attached

RECOMMENDATION

To confirm the adoption of the schedule of meetings for 2017/2018 recommended by Council on 5 April 2017

Item 10 MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

a) Hampshire Association of Local Councils (HALC and NALC)

To approve the membership and the payment of the annual Affiliation Fees . HALC £1,000 and NALC £1,181 (Invoice 0320 and 0321)

b) Institute of Cemeteries and Crematoria Management (ICCM)

To consider the payment of the annual Corporate Membership Fee of £90

c) Society of Local Council Clerks

To approve the continuing membership of the Clerk and the payment of the annual fee of £284

RECOMMENDATION

To approve/note the payment of the following fees for 2017/2018

- | | |
|---------|--------|
| a) HALC | £1,000 |
| b) NALC | £1,181 |
| c) ICCM | £90 |
| d) SLCC | £284 |

Item 11 LEASES

Members will recall that 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 Basing borne 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'

Members are asked to authorise this waiver in the leases

RECOMMENDATION

To approve the rent waiver in leases

Item 12 FLEET TOWN FOOTBALL CLUB UPDATE

Members to receive a verbal update from Councillor Alan Oliver and determine any actions that need to be taken

Item 13 CEMETERY INCOME

To agree that any surplus income from the cemetery during 2016-2017 may be earmarked for the Garden of Remembrance.

RECOMMENDATION

Council approve the use of surplus income from the cemetery during 2016/2017 be earmarked for the Garden of Remembrance

Item 14 DEFIBRILLATOR

To consider a request from the Friends of Ancells Farm to locate a community defibrillator in the open porch way of Ancells Farm Community Centre and for the Council to fund the installation of the electrics at a cost of £212.00. This will then be progressed in conjunction with The Ambulance Service.

RECOMMENDATION

To agree to the siting of defibrillator in Ancells Farm Community Centre and to fund the electrical installation.

Item 15 COMMUNITY GOVERNANCE REVIEW

Members are reminded of a consultation for options on ward change proposals – copy documents attached

RECOMMENDATION

To agree to encourage residents to view the proposals and submit comments to HDC by 9 June 2017

Part 2 – ITEMS TO NOTE

Item 16 HARLINGTON DEVELOPMENT UPDATE

To receive and note an update report on the Harlington Development – copy attached.

Item 17 FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP

To receive and note Fleet Town Council's asset register and land ownership as at

Item 18 STATEMENT OF COUNCILLOR ATTENDANCE 2016/2017

To receive a statement of the attendance of Councillors at ordinary meetings of Full Council during 2016/2017- Copy attached

Item 19 INSURANCE COVER

To note that arrangements have been made for insurance cover in 2017/2018

Item 20 POLICES AND PROCEDURES

Members are advised that, as a matter of good practice, FTCs policies/procedures will be reviewed by the Policy and Finance Committee over the coming months.

The committee will be asked to agree which policies should be displayed on the FTC website .

The process of review will commence at the next meeting of the Policy and Finance Committee on 22 May 2017

Item 21 HCC/HDC UPDATE

To note any matters of concern to FTC

Item 22 NEIGHBOURHOOD PLAN UPDATE

To note any update

Item 23 TOWN CLERK'S REPORT

To note the Town Clerk's report giving an update on activities-copy attached

Item 24 DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be held on Wednesday 1 June 2017 at the Harlington at 7pm

*Please note that an official photo graph of the Council for 2017/2018 will be taken before the start of the meeting on **WEDNESDAY 5 JULY 2017** Please arrive by 6.30pm -*