



## **FLEET TOWN COUNCIL MEETING MINUTES**

**Wednesday 3 July 2013**  
The Harlington  
Fleet

### **Present**

Councillors Bob Schofield (Chairman), Chris Axa, Chris Butler,  
Paul Einchcomb, Sue Fisher, Steve Forster, Dennis Gotel, Alan Oliver,  
Helen Perthen, Dai Pierce, Sue Tilley, Wallace Vincent, George Woods

### **Also Present**

Janet Stanton – Deputy Clerk  
Sheila Rayner-Committee Clerk

Three representatives from Squirrels Community pre-school

### **ITEM 1                    APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Chenery, Holt and Robinson

### **ITEM 2                    DECLARATIONS OF INTEREST**

There were no Declarations of Interest

### **ITEM 3                    QUESTIONS FROM THE PUBLIC**

A representative of Squirrels Community Pre-school made a statement regarding background information on the proposed use of Oakley Park Pavilion by SCPS and asked the following question:

'In view of the foregoing, and as a matter of extreme urgency, we need to establish whether Squirrels may be able to continue, and if so where, as we have to notify before the end of term (effectively 13 July 2013) both current /new year parents and contractually, our staff. Therefore to do this notification we need to know from FTC by 12 July 2013 latest whether it will:

1. Undertake to complete all necessary works/activities to enable a relocation of Squirrels to the pavilion for use as a pre school together with the associated timescales and,
2. Until such time as Squirrels relocate ,what will FTC do to ensure that we shall have available to us a suitable, approved, continuous/uninterrupted facility, that is affordable, as planned for Oakley Park, as the relocation has been frustrated by FTC's delays?

The question was dealt with at item 9 on the agenda-Oakley Park Pavilion. The Squirrel's statement and question attached to record minutes

#### **ITEM 4                      MINUTES OF PREVIOUS MEETINGS**

Following a question about the process to co-opt a councillor to the vacancy at Ancells (item 10 of the minutes) the Town Council received and approved as a correct record the minutes of the Town Council Meeting held on Wednesday 5 June 2013.

The Council received the minutes of the following committee meetings

Development Control	10 June 2013
Policy and Finance Committee	17 June 2013( add a note that Cllr Perthen left the meeting at 10.30pm)

#### **ITEM 5                      COPTION OF TOWN COUNCILLOR FOR ANCELLS WARD**

Following the advertisement of a vacancy at Ancells to be filled by co-option, Cllr Woods reported that 5 applications had been received. Two of the applicants lived within Ancells ward and three lived outside the ward. Following consultation with the Chairman of Council and Chairman of Policy and Finance Committee, it was agreed that the applications from Ancells residents should be progressed. Cllr Woods had spoken to the applicants to ascertain further information so that he was able to make a recommendation. It had also been established that vacancies existed at Church Crookham and Elvetham Heath Parish Councils and all the remaining applicants had been made aware of these opportunities.

Members expressed concern about the lack of written statements and asked questions about the process used to formulate a recommendation.

#### **RESOLVED**

Mrs Georgina Lewis be co-opted to the Ancells Ward for the remainder of the civic year until local elections in May 2014

## **ITEM 6 FLEET TOWN COUNCIL CREDIT CARD PROTOCOL**

Members were reminded that the issue of FTC credit cards to three designated staff members was subject to the agreement by Council to a protocol governing the administration of the cards.

A draft protocol was considered and the following additions were agreed and should be included:

- The authorisation would be revoked in the event of staff leaving FTC employment
- A process for checking statements should be agreed
- PIN should not be disclosed
- The card should not be used to withdraw cash
- Any irregularity or misuse will be reported to the police
- Approval of credit card expenditure para 2 add The officer issued with a FTC credit card shall provide and be responsible for, the production of supporting documentation within one week of the statement being due to be paid

The receipt form to be signed by the designated officers be amended to read:

I acknowledge that failure to abide by FTC credit card policy and procedure will result in investigation and potential disciplinary action which may lead to a finding of gross misconduct and dismissal

### **RESOLVED**

To adopt the credit card protocol, with additions and amendments

## **ITEM 7 EVENTS POLICY**

The members considered the Open Air Civic Events Policy and the report of Cllr Schofield in order to clarify FTC's role in the organisation of local events.

Following careful consideration the following was agreed:

- Correct the numbering of para 4.3
- Add para as follows:

Para 4.3.5 on any activity which may result in damage to the park such as vehicular access in wet weather.

Para 5 amend to read : FTC will facilitate civic and charitable functions through 5.1,5.2, 5.3 as written

It was agreed that the Hire Agreement should be amended to include the Council's right to cancel in the absence of the applicant's wet weather plan

### **RESOLVED**

To adopt the Open Air Events Policy, as amended.

## **ITEM 8 ACTION DAY**

The members considered the report of Cllr Woods on a proposed Faith and Environment Action Day on 19 October 2013. It was explained that support could be provided through the loan of equipment such as litter pickers etc.

### **RESOLVED**

To support and encourage the Faith and Environment Festival and Friends Groups to participate in an Action Day on 19 October 2013 by providing logistic and materials help as appropriate.

## **ITEM 9 OAKLEY PARK PAVILION**

Following on from the discussion at Policy and Finance Committee on 17 June 2013, Cllr Schofield reported on the latest situation regarding Oakley Pavilion and the possible relocation of Squirrels

It was reported that a firm of Architects had completed a survey which resulted in various observations

- Main body of the building is satisfactory but to comply with Part L of the Building Regulations insulation would be required to the cavity wall and the roof space.
- There were issues around disability standards such as access to the building and toilet facilities
- The existing damp proof course would require a French drain
- The single brick toilet block fails Part L and external insulation would be required together with appropriate rendering
- Roof would possibly need to be removed and rebuilt
- A rough guesstimate of cost provided by the architect was £30,000
- The possible discovery of asbestos as the building was constructed in 1960

The contractor working in the Harlington gym area had been asked to provide a cost for the works as soon as possible

### **RESOLVED**

That an emergency meeting of the Town Council be held on 10 July 2013 at 7.30pm

- To consider whether to proceed with works to Oakley Park Pavilion which would meet the requirements of Building Regulations to facilitate a Change of Use for use as a pre-school
- To consider possible alternative venues for SCPS for the school year September 2013-July 2014

**ITEM 10 TOWN CLERK'S REPORT**

No report was available from the Town Clerk. However an update was available from Fleet Future and the contents of the report were noted

**RESOLVED**

That Cllr Vincent be appointed to represent FTC on the Fleet Future Steering Committee to replace Cllr Perthen who is unable to continue due to other work commitments.

**ITEM 11 HCC/HDC MATTERS EVENT REQUESTS**

There was no report from HCC or HDC members

**ITEM 12 DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Wednesday 10 July 2013 at 7.30pm at The Harlington

There being no further business the meeting closed at 9.41 pm.

**Signed**.....

**Date**.....