



**FLEET TOWN COUNCIL
NOTICE OF MEETING**

Notice is hereby given that there will be a meeting of

THE FLEET TOWN COUNCIL

**6 June, 2012 at 7.30 p.m.
The Harlington**

All members are summoned to attend

To: Cllrs R Schofield, (Chair), R Appleton, C Axam, C Butler,
G Chenery, P Einchcomb, S Fisher, S Forster, D Gotel, A Hill, L Holt,
A Hope, A Oliver, D Pierce, H Perthen, R Robinson,
S Tilley, W. Vincent, G Woods.

Signed:
TOWN CLERK

Date:

AGENDA

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 (Model Code of Conduct) order 2007, 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 Annual Council Meeting held on Wednesday 9 June 2012.

To receive the minutes of the following committee meetings and to return to committees any issues for reconsideration.

| | |
|-----------------------------------|----------|
| Planning Meeting | 28.05.12 |
| Development Control Meeting | 23.04.12 |
| | 14.05.12 |
| | 28.05.12 |
| Policy and Finance | 21.05.12 |
| Recreation, Leisure and Amenities | 16.05.12 |

** Attached minutes of meetings as above

Part 1 – ITEMS FOR DECISION

Item 5 TOWN COUNCIL STRUCTURE

To receive a new Town Council Structure and to nominate members to the Parish / Neighbourhood Plan Working Group which incorporates the Town Centre Vision Working Group

papers attached

Item 6 BANKING - CURRENT ACCOUNT

To receive a report and recommendation from the Town Clerk on the current account bank providers.

RECOMMENDATIONS

1. That the Town Clerk be authorised to change the Town Councils Current Account to the Cooperative Bank.
2. That the Town Clerk be authorised to open another account, if necessary, to deal with the receipt of electronic payments.

report attached

Item 7 ANNUAL RETURN

To receive the year end financial statements, and to sign and approve for certification the financial statements for the year ending 31st March 2012 which state that the

returns fairly reflect the financial position of the Council and its income and expenditure.

To consider the Annual Governance Statement for the year ending 31st March 2012 and to complete each of the nine statements of Corporate Governance and to answer and sign off these statements.

To receive the internal auditor's section of the Annual return for the year ending 31st March 2012.

Item 8 TOWN COUNCIL GROUP

It has been suggested that Fleet Town Council may like to consider joining with other Town Councils to form a "Hampshire Town Council Group" Councillors to consider the benefits to Fleet Town Council and decide if Stephen Lugg at Hampshire Association of Local Councils be contacted to indicate the Council's interest.

Item 9 EVENT APPLICATION FORM

To consider the *Calthorpe Park's Got Canine Talent* Event application. The event is proposed for Saturday 28 July at Calthorpe Park

** Application form attached**

Item 10 "HAVE YOUR SAY" INITIATIVE

To receive an offer from Hampshire County Council, via Cllr Sharon Wheale, Fleet County Councillor, on a new funding opportunity for the "Have Your Say" initiative Councillors to consider possible applications for projects and partners.

Letter attached

Item 14 TOWN CLERK'S REPORT

To receive a report from the Town Clerk.

RECOMMENDATIONS

1. That the Town Clerk develops Business Plans for the Harlington and the Ancells Farm Community Centre.
2. That the Town Clerk undertakes an evaluation of all cost centres and seeks cost saving and income generating ideas from all staff and Councillors.
3. That the Town Clerk develops and submits appropriate grant applications to apply for appropriate grants to deliver projects approved by the Council in line with proposed capital spending plans and policies of the Council.
4. That the Town Clerk reviews and presents for consideration all documentation in connection with the Council's Corporate Governance.
5. That the Town Clerk develops a staff structure and brings Recommendations to Full Council

6. That the Town Clerk investigates potential improvements to Office accommodation and reports back to the Council with recommendations
7. That the Town Clerk investigates potential improvements to the IT hardware and reports back to the Council with recommendations
8. That the Town Clerk works in partnership with the Fleet Town Vision Working Group, to develop a Town Plan / Neighbourhood plan in collaboration with Hart District Council.
9. That the Town Clerk provides interim progress reports on a three monthly basis to the Town Council.

** Clerks' Report attached**

Part 1 – ITEMS TO NOTE

Item 11 YOUTH PROVISION

To receive a report from Cllr Schofield on Youth Services and the Point

Item 12 WEB SITE

Councillors to note that the new Fleet Town Council web site is now live. The web address is www.fleet-tc.gov.uk

Item 13 FLEET GUIDE

To note two complaints from the general public on the new Fleet Guide which has been distributed to houses in and around Fleet.

letters attached

Item 15 DATE AND TIME OF NEXT MEETING

To note the date and time of the next meeting:
Wednesday 4 July, 2012 at 7.30pm at The Harlington, Fleet Road, Fleet

Item 16 CONFIDENTIAL ITEMS

To resolve that 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 the Public and Press will be excluded from the following agenda item for the reason of it relating to an individual/s, or because it includes information on confidential negotiations.

Item 17 CLERK'S EMPLOYMENT

To receive an update from Cllr Schofield on the Clerk's employment

Item 18 CLERK INTERIM POSITION

To receive a report from Cllr Schofield and a recommendation from the Policy and Finance Committee.