



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 3 October 2018 at 7p.m.

in

The Harlington

All members are summoned to attend

SIGNED:

Janet Stanton,
Town Clerk

Date: 27 September 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 of the Council Meeting held on Wednesday 5 September 2018- 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 Committee	28 August, 10 and 24 Sept 2018
Planning Committee	10 September, 2018
RLA Committee	19 September 2018

Item 5 HCC/HDC

To receive any update on HDC/HCC matters concerning FTC

Part 1 – ITEMS FOR DECISION

Item 6 APPOINTMENT OF INTERNAL AUDITOR 2018/2019

To approve the re-appointment of Eleanor Green ,Do The Numbers, as the Internal Auditor for Fleet Town Council 2018/2019

RECOMMENDATION

To approve the re-appointment of Eleanor Green , Do The Numbers, as Internal Auditor for FTC 2018/2019

Item 7 SPEED INDICATOR DISPLAYS (SIDS)

Further to the Council Meeting held on 5 September 2018, it has been confirmed that the Grounds Maintenance contractor has agreed to hold their price until 31 March 2019. The cost for repositioning 4 SIDS per month is £180 per month. Members are asked to confirm their willingness to support the cost of placing SIDS Boards within the Fleet Town Council area up to a maximum cost of £180 per month

RECOMMENDATION

To support the cost of placing SID Boards within the Fleet Town Council area up to a maximum of £180 per month.

Item 8 NOTICE OF CONCLUSION OF 2017-2018 EXTERNAL AUDIT

To receive the Annual Governance and Accountability Return from the External Auditor PKF Littlejohn LLP for the year ended 31 March 2018 and to note that there were no qualifications.

RECOMMENDATION

That the Annual Governance and Accountability Return of the external auditor for 2017/2018 be received and accepted by Full Council

Item 9 CHRISTMAS OFFICE CLOSURE ARRANGEMENTS

It is requested that the FTC office close at 12 Midday on Monday 24 December 2018 and re-open at 9am on Wednesday 2 January 2019

FTC officers will be required to take annual leave to cover the period 27-31 December 2018 (3 days).

RECOMMENDATION

To approve the closure of the Fleet Town Council Offices from 12 Midday on Monday 24 December 2018 until 9am on Wednesday 2 January 2019

Item 10 MEMBERSHIP OF LEASE WORKING GROUP

Cllr Holt has expressed a willingness to serve on the Lease working Group

RECOMMENDATION

To approve the appointment of Cllr Holt to serve on the Lease Working Group

Item 11 RISK MANAGEMENT WORKING GROUP

To receive the minutes of the Risk Management Working Group held on 11 July, 2018, the summary of risk register and action plans – copies attached

RECOMMENDATION

That the Summary Risk Assessment Register and Action Plan be adopted by Council

Item 12 CHRISTMAS LIGHT SWITCH ON AND FESTIVAL

To receive and consider a report on the Christmas Light Switch –on and Festivities.
Copy attached

RECOMMENDATION

That Members approve:

1. The signing of the Trading Agreement with SMT Market Traders Ltd by two members of the Policy and Finance Committee
2. That FTC manages the payments and income for the event through its own accounts system using cost codes specifically for this purpose.
3. That FTC prints the 300 letters to town centre residents from its own resources.

Part 2 – ITEMS TO NOTE

Item 13 HARLINGTON DEVELOPMENT

To note the Harlington Development Update Report

Item 14 COMPLAINT AGAINST A COUNCILLOR

The complaint against a councillor has been reviewed and investigated by a panel set up by the Chairman of the Establishment Committee. The Panel concluded that the complaint is unfounded.

Item 15 TOWN CLERK'S REPORT

To receive and note, the update report of the Town Clerk

Item 16 DATE AND TIME OF NEXT MEETING

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

Part 3 CONFIDENTIAL ITEMS

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 of the Town Council, the Public and Press will be excluded from the Meeting

The following types of business will be treated as confidential:

- a) Engagement, terms of service, conduct and dismissal of employees**
- b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts**
- c) Preparation of cases in legal proceedings**
- d) The early stages of any dispute**

Item 17 FLEET LINK

To receive and consider a report and recommendations regarding the Fleet Link

Item 18 STAFF MATTER

To appraise Members of a staffing issue