

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

NOTICE OF MEETING

Notice is hereby given of

**THE ANNUAL MEETING OF
THE FLEET TOWN COUNCIL**

on

Wednesday 4 June 2014 at 7.30 p.m.

(Reminder photographs of all members will be taken from 6.30pm with a group photograph of the Full Council at 7.20pm)

in

The Harlington

All members are summoned to attend

SIGNED:

Acting Town Clerk

Date: 29 May 2014

A G E N D A

- Item 1 ELECTION OF CHAIRMAN**
To receive nominations for and to elect a chairman of the Fleet Town Council for the municipal year 2014 - 2015
- Item 2 ELECTION OF VICE CHAIRMAN**
To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the municipal year 2014 - 2015
- Item 3 ACCEPTANCE OF OFFICE**
To receive the Declarations of Office of Acceptance by new councillors
- Item 4 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 5 DECLARATIONS OF INTEREST

To receive written declaration of interests forms from new Councillors.

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 6 MINUTES OF MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 7 May 2014-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 12 May 2014
Policy and Finance Committee 7 May 2014
Establishment Sub-Committee 19 May 2014

Copies attached

Part 1 – ITEMS FOR DECISION

**Item 7 SUGGESTED CHANGES TO COMMITTEE ARRANGEMENTS
2014/15**

To consider a report prepared by Cllr Schofield on various aspects of the arrangements for committees –copy attached

RECOMMENDATION

- a) That the Town Council is re-established as the main discussion forum engaging members in the main business of the Council
- b) That the RLA Committee be consolidated into the Full Council and all matters relating to parks, recreation and leisure are discussed in Full Council.
- c) That Policy and Finance Committee meet quarterly to review the financial progress of the council and the dates of the meetings are adjusted to accept the quarterly financial results, namely 21st July, 20th October, 19th January, 20th April.
- d) That the Establishment sub-committee be removed from Policy and Finance Committee and elevated to a Full Committee, meeting quarterly.
- e) The terms of reference of the Committee to be clauses m to r of the Delegation and Terms of Reference of the P&F Committee. Any reference to the P&F Committee within those clauses to be amended to Establishment Committee and the maximum number of members on that Committee to be 8. To add items s and t as defined in Section 6 below.

- f) That the Council makes greater use of Working Groups to prepare discussion papers for presentation to Committee or Full Council.
- g) That any consequential amendment be made to Standing Orders, Financial Regulations and Terms of Reference of Committees

Item 8 NOMINATIONS TO COMMITTEES, WORKING GROUPS AND PARTNERSHIPS

To consider the allocation of members to committees, working groups and Partnerships. Papers are attached which show the preferences of those members where these have been received or current membership where no preference has been indicated. Copy attached

RECOMMENDATION

To approve the membership of committees and working groups for 2014/2015

Item 9 APPOINTMENTS TO EXTERNAL BODIES

To consider the allocation of members to represent Fleet Town Council on Outside Bodies. Papers are attached which show the preference of those members where these have been received or current membership where no preference has been indicated. Copy attached

RECOMMENDATION

To approve the representation on Outside Bodies for 2014/2015

Item 10 MEETING SCHEDULE

To adopt a schedule of meetings for 2014/2015. Members will have considered a proposal at item 7 to amend committee arrangements in 2014/2015 . Depending on the outcome of consideration of that item,

RECOMMENDATION

To adopt either:

- a) The schedule of meetings for 2014/2015 recommended for adoption by Fleet Town Council on 8 January 2014 –copy attached
- or**
- b) The consequential schedule of meetings approved during consideration of item 7 above .

Item 11 ANNUAL RETURN

To receive and approve the Annual Return for 2013/2014 -copy attached

RECOMMENDATION

To approve for signature by the Chairman and submission the Annual Return for 2013/2014

Item 12 AUDITOR'S REPORT 2013/2014 and ACTION PLAN

- To receive the internal Auditor's report for 2013/2014 - copy attached
- To consider the proposed Action Plan following the report of the Internal auditor –copy attached

RECOMMENDATION

- a) To note the internal Auditor's report for 2013/2014
- b) To approve the proposed Action Plan following the report of the Internal auditor

Item 13

ANNUAL FEES

a) Hampshire Association of Local Councils (HALC)

To consider the payment of the annual Affiliation
Fee of £1,877

b) Institute of Cemeteries and Crematoria Management (ICCM)

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

RECOMMENDATION

To approve the payment of the following fees for 2014/2015

- a) HALC £1,877
- b) ICCM £90

Item 14

HART FOOTBALL CLUB EVENT APPLICATION FORM

To consider an application from Hart Youth FC to hold an end of season Presentation and Fun Day at Ancells Farm grassed area and Pavilion on Sunday 22 June 2014 during the afternoon. Copy attached

RECOMMENDATION

To determine the application

Item 15

FEES AND CHARGES

To approve and note the fees and charges to be applied in 2014/2015
copy attached

RECOMMENDATION

To approve and note the fees and charges for 2014/2015

Item 16

CO-OPTION TO FTC

As there are 4 vacancies on the Town Council, (2 in Fleet Central, 2 in Courtmoor wards), Members are asked to indicate if they wish to invite co-optees to represent these wards and serve on FTC

NALC's guidance on *Insufficiency of Candidates at Ordinary Election (Co-option)* is as follows:

- 31 Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the council, those who have been validly nominated are automatically elected as councillors. Provided that those elected constitute at least a quorum (three or one third of the total number of councillors, whichever is the greater), the council (e.g. those elected unopposed) may co-opt any person or persons to fill the vacancies. If the power of co-option is not exercised within 35 days (in calculating which, the days specified in paragraph 16 above are excluded), the principal authority may then exercise its powers to hold a further election or to take other appropriate action to fill the vacancies. A principal authority has wide reserve powers to do anything necessary to constitute a council properly (s.39(4)(b) of the 1983 Act), including the temporary appointment of councillors pending a further election (s.91 of the 1972 Act)
- 32. Before exercising the power of co-option, the council does not have to give public notice of the vacancy or vacancies, although it may do so if it wishes.

In practice, the giving of public notice is a sensible way to attract possible candidates for co-option. Legal Briefing L15-08 gives guidance for good practice on the selection of candidates for co-option

RECOMMENDATION

To indicate whether co-optees should be invited to apply to FTC to represent Courtmoor and Fleet Central wards

Part 2 – ITEMS TO NOTE

- Item 17** **FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP**
To note Fleet Town Council's land ownership which was received and agreed on 17 March 2014 - Copy attached
- Item 18** **STATEMENT OF COUNCILLOR ATTENDANCE 2013/2014**
To receive a statement of the attendance of Councillors at meetings of Full Council during 2013/2014- Copy attached
- Item 19** **INSURANCE COVER**
To note that arrangements have been made for insurance cover in 2014/2015
- Item 20** **ACTING TOWN CLERK'S REPORT**
To note the Acting Town Clerk's report giving an update on activities

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 Establishment Sub Committee, the Public and Press will be excluded from the Meeting.

- Item 21** **FTC –OFFICER ORGANISATIONAL STRUCTURE**
To consider a report on the proposed organisational structure prior to the recruitment of the appropriate key staff – copy attached
- Item 22** **DATE AND TIME OF NEXT MEETING**
The next meeting of the Council will be held on Wednesday 2 July 2014 at the Harlington at 7.30pm