

MINUTES OF THE ANNUAL FLEET TOWN COUNCIL MEETING

18 May 2011 7.30pm
The Harlington
Fleet

Councillors

Robert Schofield (Chair) George Woods, Richard Appleton, Chris Axam, Chris Butler, Grahame Chenery, Paul Einchcomb, Sue Fisher, Steve Forster, Denis Gotel, Alan Hope, Leslie Holt, Arthur Hurley, Andrew Macallan, Helen Perthen, Dai Pierce, Richard Robinson, Sue Tilley.

Also Present

Cllr Radley
Shar Roselman – Clerk
Janet Stanton – Deputy Clerk

ANNUAL 2011 ITEM 1: ELECTION OF CHAIR

The outgoing chair, Cllr Schofield, called for nominations for Chairman. One nomination was received for Cllr Robert Schofield.

Resolved that Cllr Schofield retain the office of chair for the forthcoming year.

Prop: PE Sec: GW

The chair thanked members for their continued support during the previous year, and noted that the council had functioned very successfully, without political bias, and had achieved a great deal during the previous year.

ANNUAL 2011 ITEM 2: ELECTION OF VICE-CHAIR

The chair called for nominations for the office of Vice-Chair. One nomination was received for Cllr George Woods.

Resolved that Cllr Woods retain the office of Vice-Chair for the forthcoming year.

Prop: A.Hope Sec: CB

ANNUAL 2011 ITEM 3: ACCEPTANCE OF OFFICE

Declarations of acceptance of office were made by Chris Axam, Grahame Chenery, Denis Gotel and Leslie Holt, who had stood un-opposed for election to the vacancies within the council.

ANNUAL 2011 ITEM 4: APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Appleton, Perthen and Forster who were late.

There were apologies from Cllr Tilley for non-attendance.

ANNUAL 2011 ITEM 5: DECLARATIONS OF INTEREST

The clerk reported that declarations of interest forms had been received from all four new councillors, but that declarations of interest form for this year were still outstanding from Cllrs Macallan and Tilley.

No declarations of interest were declared on any items on the agenda.

ANNUAL 2011 ITEM 6: MINUTES OF PREVIOUS MEETINGS

Resolved to approve the minutes of the Council Meeting held on 6th April 2011 as a correct record of the meeting.

Prop: GW Sec: PE

It was noted that several councillors had the same initials. In these cases councillors will be indicated in the minutes as proposers and seconders by their full names in future.

Cllr Schofield mentioned that the Ground Maintenance Tender documents were almost complete. As this was such a large tender, tenders will come to the Recreation, Leisure and Amenities committee for recommendation, before being put to Full Council for the final decision.

Cllr Appleton noted that Hart District Council had been very impressed with the work Cllr Tilley had completed on the Town Centre Benches. In her absence, the Council wished to express thanks for her efforts.

Cllr Fisher was also thanked for her report on grit bins.

The minutes of the following committee meetings were received:

- The minutes of the Policy and Finance Committee 18/4/2011
- The Planning, Development and Control Committee 11/4/2011
- The Recreation, Leisure and Amenities Committee 20/4/2011
- The Highways and Transport Partnership 5/4/2011

ANNUAL 2011 ITEM 7: PUBLIC SESSION

There were no questions from the public. Cllr Radley thanked the Councillors for their period in office, and said that they had made a real impact on the Town. She wished the Town Council all the best for the year ahead.

ANNUAL 2011 ITEM 8: RECEIPT OF NOMINATIONS TO COMMITTEES AND SUB-COMMITTEES

The council noted that the terms of reference for the committees were reviewed at the Council Meeting on 6th April 2011.

Nominations were received for committees and sub-committees.

It was resolved that members would sit on the following committees:

RECREATION, LEISURE AND AMENITIES

**Cllr Sue Tilley
Cllr Einchcomb
Cllr Fisher
Cllr Woods
Cllr Schofield
Cllr Chenery
Cllr Forster
Cllr Perthen**

PLANNING

**Cllr Gotel
Cllr Holt
Cllr Woods
Cllr Hurley
Cllr Schofield
Cllr Butler
Cllr Pierce
Cllr Robinson
Cllr Macallan
Cllr Hope
Cllr Tilley**

POLICY & FINANCE

**Cllr Axam
Cllr Perthen
Cllr Robinson
Cllr Woods
Cllr Hurley
Cllr Holt
Cllr Schofield
Cllr Einchcomb**

HIGHWAYS AND TRANSPORTATION

**Cllr Axam
Cllr Gotel
Cllr Macallan
Cllr Appleton
Cllr Hope
Cllr Pierce
Cllr Forster**

ESTABLISHMENT SUB-COMMITTEE

Cllrs Einchcomb, Woods, and Robinson agreed to stand again on this committee. Cllr Holt and Cllr Fisher are new members of this committee. Cllr Schofield will continue to act in an ex-officio capacity at these meetings, in his office as chair of the council.

It was noted that a considerable amount of work will need to be done on the Core Strategy for feeding into the District Council by the end of July 2011.

ANNUAL 2011 ITEM 9: STANDING ORDERS AND FINANCIAL REGULATIONS

The council members all received new councillor handbooks containing Standing Orders, Financial Regulations, Code of Conduct for members, and Delegations to the clerk. It was noted that Standing Orders and Financial Regulations had been reviewed at the Full Council Meeting on the 6th April 2011.

ANNUAL 2011 ITEM 10: RECEIPT OF NOMINATIONS TO PARTNERSHIPS WITH OTHER LOCAL AUTHORITIES/OTHER BODIES

Two Partnership meetings have been established by the Fleet Town Council. Both of these involve other local authorities and primary councils. Nominations from the Town Council to these partnerships were received.

It was resolved that the following members would sit on the Partnership meetings:

HIGHWAYS AND TRANSPORT PARTNERSHIP

**Cllr Gotel
Cllr Appleton
Cllr Axel
Cllr Woods
Cllr Pierce**

POLICE LIAISON PARTNERSHIP

**Cllr Gotel
Cllr Woods
Cllr Hurley
Cllr Appleton
Cllr Axel**

ANNUAL 2011 ITEM 11: MEMBERSHIP OF EXTERNAL BODIES

The council discussed membership of the Basingstoke Canal Authority. At present, Alistair Clarke represents a number of parishes on this authority, although he does not have voting rights. As the Town Council contributes a considerable grant towards this authority, the Town Council would like to have a representative on the authority. Cllr Robinson and Cllr Macallan indicated interest in representing the Town Council.

Action: The clerk will write to the Basingstoke Canal Authority, requesting that the Town Council be granted the opportunity to be represented on the authority.

A concern was raised that the sub-committee working with the Fleet Football Club had not met for a number of months. Cllr Woods indicated that discussions with the Club had ranged over both the flood lighting and the level of noise produced by the club.

It was noted that the next meeting of the Fleet Link would take place on 22 June, at 10 am.

It was resolved that members would sit on the following external bodies:

The Hype Disco Committee	Cllr Einchcomb
The Fleet & District Community Association	Cllr Einchcomb The clerk where appropriate
HDAPTC	Cllr Schofield Cllr Woods Cllr Gotel
Fleet Football Club	Cllr A Hurley
Fleet Link	Cllr Schofield Cllr Woods
Carnival Committee	Cllr Forster Cllr Tilley (not on committee but also as Town Council representative)
Rushmoor Transport Forum	Cllr Gotel Cllr Fisher
Jubilee Committee	No formal representation. Councillors to become involved by choice, and they will be welcomed at the committee.
Hart Voluntary Action	Cllr Woods

Other organisations on which Council may consider representation in the future are: The Hospital, the Pond Society, The Fleet and Church Crookham Society, the night time economy working group, and Safer Hart. It is believed that Fleet Town Council will be invited to the next meeting of the night time economy working group.

ANNUAL 2011 ITEM 12. ASSETS

Council reviewed a list of council assets complete with valuations. The clerk indicated that additions had been made to the Harlington Asset Register to incorporate fixtures and fittings such as the carpets, flooring, and stage, as there was a lack of clarity on whether these were insured by tenant or landlord. These additions fell within the value of the list of assets declared for insurance, so there would be no additional insurance contributions.

Council broke for coffee and council photographs at 9.06 pm.

The meeting was resumed at 9.23 pm.

ANNUAL 2011 ITEM 13. INSURANCE COVER

It was noted by council than insurance cover had been reviewed and upgraded by the Policy and Finance Committee.

ANNUAL 2011 ITEM 14. MEMBERSHIP OF OTHER BODIES

Resolved to approve continued membership of HALC for the forthcoming year.

Prop: PE Sec: RR

Membership of SLCC will be reviewed in September 2011.

ANNUAL 2011 ITEM 15. COMPLAINTS PROCEDURE/FREEDOM OF INFORMATION POLICY/DATA PROTECTION POLICY

The Fleet Town Council Complaints procedure was reviewed. It was considered that the procedure was working well at this point in time.

Resolved that no change was needed to the procedure.

Prop: PE Sec: GW

Council discussed the Freedom of Information Policy.

Resolved not to change the Policy.

Prop: CB Sec: S. Forster

A request had been received from one member of the public for information held on him under the Data Protection Act. This letter appeared to be a circular letter to several councils. The member of the public was informed in writing that Fleet Town Council held no information of any nature on this person.

Resolved to approve not the alter the Data Protection Policy

Prop: RR Sec: RA

ANNUAL 2011 ITEM 16. PRESS AND MEDIA POLICY

The Chairman pointed out that the Press and Media Policy was delightfully short and to the point, whilst offering total transparency. It was important to note that only the Chairman or the clerk may speak to members of the press.

Resolved not to change the policy.

Prop: DP Sec: S. Forster

ANNUAL 2011 ITEM 17. MEETING SCHEDULE

The meeting schedule for the forthcoming year, having been discussed and agreed at previous council meetings, was noted.

ANNUAL 2011 ITEM 18. VACANCY ON THE COUNCIL

Although the electoral procedure had filled four of the Fleet Town Council member vacancies, there remained one vacancy. Having initially received information from the Electoral Officer at the District Council that, having chosen to elect for vacancies rather than co-opt, the Town Council would now need to continue with the election process every thirty-five days until a candidate emerged, the Council had now been informed that co-option was the correct method of filling the vacancy. The election advertisement would continue to cover the council for forty-five days after the date of the election.

Resolved that interested parties be asked to put forward in writing their interest to the clerk, to be circulated to all councillors prior to the next Full Council Meeting. At that meeting a decision on whom to co-opt would be made. Attendance will then be required by the candidate at the next meeting of the council, which is Planning, 13th June 2011 for the co-option to come into effect.

Prop: CB Sec: DG

Action: Councillors who know of interested parties to approach them to request that they submit a short paragraph of approximately 150 words to the clerk stating why they were interested in becoming a member of the council.

ANNUAL 2011 ITEM 19. SIGNING OF THE REGISTER and ENTRY TO THE BUILDING

Members were requested to sign the meeting attendance register at all meetings and committee meetings, to ensure that a full and comprehensive record was kept of attendance.

The need for all officers, members, and visitors to the council to sign in and out of the building was discussed by council, for the purpose of fire regulations. As the building is a community centre, with several halls for hire, offering public toilets, and including the main entrance to the library, it was considered impractical for a record to be kept of every visitor to the building. A motion was put forward that only members and visitors to the council sign in and out of the building. No seconder was found for the proposal.

ANNUAL 2011 ITEM 20. HERITAGE LOTTERY FUNDING.

The clerk updated council on the pre-application bid to the Parks for People Heritage Lottery Fund. The clerk had been in contact with the advisors of the fund, who had requested further information on structural elements with historical reference within the park.

There being no further business the meeting ended at 10.05 pm.

The next meeting of Full Council will be on 1 June, at the Harlington, at 7.30 pm.

Signed.....

Date:.....