



FLEET TOWN COUNCIL  
MINUTES OF THE COUNCIL MEETING

held on

Wednesday 3 June 2015  
at The Harlington at 7pm

**PRESENT**

Councillors Bob Schofield (Chairman), Steve Cattle, Grahame Chenery, Paul Einchcomb, Steve Forster, Denis Gotel, Alex Gray, Leslie Holt, Alan Hope, Kathy Jasper, Alan Oliver, Jeff Smith, Neil Walton, Jonathan Wright

Also Present

Deborah Kirby-Deputy Town Clerk  
Sheila Rayner-Committee Clerk

Mike Bye-Friends of Oakley Park

*Following an announcement by Cllr Schofield, the members of the Council offered their sincere condolences to Cllr Robinson his very sad loss*

**ITEM 1 APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr Pierce, Cllr Robinson and Cllr Woods

**ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest

**ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public

**ITEM 4 MINUTES OF PREVIOUS MEETING**

With the addition of Cllr Walton, as well as Cllr Schofield, as the FTC representative on the Fleet Future Steering Committee (item 7 Appointments to External Bodies), the minutes of the Annual Council meeting held 13 May 2015, were approved and signed by the Chairman

The Council received the minutes of the following meetings:

Development Control Committee

11 and 26 May 2015

## ITEM 5 ANNUAL RETURN 2014-2015

The members received and approved a copy of the Annual Return for 2014/2015

### RESOLVED

To confirm that the Chairman of the Council be authorised to sign the Annual Return for 2014-2015 in readiness for submission

## ITEM 6 INTERNAL AUDITOR'S REPORT AND ACTION PLAN 2014-2015

The members received the Internal Auditor's report for 2014/2015 together with the proposed Action Plan. Following general discussion it was

### RESOLVED

To receive and note the Internal Auditor's report together with the proposed Action Plan

## ITEM 7 STANDING ORDERS

Further to the review of Standing Orders at the meeting of Council on 13 May 2015( item 8), the need for a further two amendments was brought to the attention of members.

- a) To invoke SO 33 in order to suspend Standing Order 12(a) and approve the changes to Standing Order 36 (i) and 36 (j) as set out below, for inclusion with the Standing Orders approved by Annual Council on 13 May 2015
- b) Add to SO 36(i)  
To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees ***providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council***
- c) Delete from SO 36 (j)  
To manage the central administration budget. ***Note that only full Council shall expend any sums under the civic and democratic budget heading***

### RESOLVED

To invoke SO 33 in order to suspend Standing Order 12(a) and approve the changes to Standing Order 36 (i) and 36 (j) , as set out at (b) and (c) above, for inclusion with the Standing Orders (index to be amended)approved by Annual Council on 13 May 2015

## ITEM 8 FINANCIAL MONITORING

The members received information on the following-:

- a) The bank reconciliation for April 2015
- b) The cash book for April 2015
- c) The list of payments for 31 March 2015-year end
- d) List of payments for April 2015

- e) Income received to 28 May 2015
- f) Expenditure up to 28 May 2015
- g) The budget/actual/projection summary at 30 April 2015
- h) Earmarked reserves at 1 April 2015

It was noted that Cllr Smith will confirm the bank reconciliation statements in Cllr Robinson's absence

## RESOLVED

To receive into the minutes:

- a) that the bank reconciliation for April 2015 equals zero and Cllr Smith to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- b) the List of Payments for March 2015
- c) the List of Payments for April 2015
- d) Income receipts up to 28 May 2015
- e) Expenditure statement 28 May 2015
- f) The Budget/Actual/Projection Summary as at 30 April 2015
- g) Earmarked Reserves at 1 April 2015

## ITEM 9 REVIEW OF EARMARKED RESERVES

The members considered a report regarding the level of general reserves . The Policy and Finance Committee at its meeting on 20 April 2015 , had recommended that General Reserves should be reduced to £50,000.with a new earmarked reserve of £100,000 for the Harlington Development and £20,00 for the Neighbourhood Plan. This was only achievable by setting the General Reserve to £50,000 and reallocating the £45,000 earmarked for parking. The decision on parking would only be made by the HDC Cabinet on 9 July 2015 and FTC had given a minuted undertaking to set aside £90,000 towards a Pay on Exit parking scheme made up of £45,000 NHTS contribution and £45,000 from reserves.

The Internal Auditor's recommendation was that the General Reserve should remain at £156,000 (approximately 1.7 months unallocated reserve). The logic for establishing this level of reserves was debated. The immediate decision was to maintain the General Reserve in line with the Internal Auditors recommendation, but to have further discussion with the Auditor on the balance between General and Earmarked Reserves and if appropriate reduce the General Reserve in line with the P&F committee recommendation.

## RESOLVED

- a) To re-allocate £100,000 for the new Harlington Development from 900-9021 Edenbrook Play Area Grounds Maintenance
- b) If the £45,000 Earmarked reserve for Pay on Exit parking (900-9031) is not required then the funds to be allocated as follows:
  - £20,000 Neighbourhood Plan
  - £8,000 Technical Equipment
  - £1,000 office furniture

- £2,300 for Ancells Farm replacement boiler
- The balance to be returned to general reserve

#### **ITEM 10 CHARGE CARD –HSBC**

Members were asked to approve the opening of credit card accounts with HSBC Bank and were reminded of the credit card policy.

#### **RESOLVED**

- To approve the opening of an HSBC Credit Card Account
- To approve the General Manager of the Harlington, and the Deputy Town Clerk as card users
- To amend the credit card policy
  - To show the two approved post holders
  - To correct the English to items 2,6 and 7 under Management of Cards

#### **ITEM 11 INVESTMENTS**

It was reported that further to the report to P & F Committee (item 6, 20 April 2015) further investigation had revealed that it would be more beneficial to invest the funds in a guaranteed UK fund (with a guarantee up to £85,000) and with an improvement in the interest rate

#### **RESOLVED**

- That an account be opened with Nationwide Building Society and that Nationwide Building Society is authorised to accept instructions or requests given by the business relating to withdrawals and transfers in accordance with the signing mandate supplied. It is also confirmed that the persons signing the declaration have the relevant authority to act on behalf of the business in the opening and operation of this account.
- That £300,000 be invested in the Nationwide Instant Access account.

#### **ITEM 12 HCC-SHAPING HAMPSHIRE SPENDING REVIEW CONSULTATION**

It was reported that HCC had embarked on a spending review consultation .

#### **RESOLVED**

To set up an ad hoc working group comprising Cllrs Holt, Schofield and Smith to formulate and submit comments on behalf of FTC

#### **ITEM 13 PANTOMINE 2015**

Members were invited to nominate a local charity to benefit from donations given at the 2015 pantomime

#### **RESOLVED**

To nominate Stepping Stones, a local charity, to benefit from donations made at the 2015 Pantomime

**ITEM 14 LOCAL POLICE UPDATE**

Member noted the report submitted by the local police team for the month of May 2015

**ITEM 15 FLEET FUTURE**

It was reported that an Open Day had been arranged for 1 August 2015. This would give the opportunity, in addition to FF's displays, to explain the new parking arrangements, and give information about the Neighbourhood Plan, the plans for the Harlington and The Views.

**ITEM 16 HCC/HDC MATTERS**

Cllr Oliver was congratulated on his election as Chairman of HDC, Cllr Forster on his election to the HDC Cabinet and Cllr Gray to the Overview and Scrutiny Committee.

Cllr Schofield reported that county councillor Adrian Collett was in correspondence about the County Boundary Review . It was suggested by members that Elvetham Heath and Ancells Farm was a better grouping than the proposed split of Pondtail.

It was suggested that FTC members may like to attend the HDC Cabinet meeting on 9 July 2015, the HDC Leisure Committee on 2 July 2015 and HDC Council on 30 July 2015

**ITEM 17 TOWN CLERK'S REPORT**

The members noted the Clerk's report.

Congratulations were offered to the organisers of the Fleet Food Festival which had been a great success.

**ITEM 18 DATE AND TIME OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 1 July 2015 at the Harlington at 7pm.

The meeting concluded at 8.30 pm

Chairman.....Date.....