



TO: Councillors R Schofield (outgoing chair), R Ashworth, G. Chenery, P. Einchcomb, L. Holt, A. Hope, K Jasper, A. Oliver, M Peddell, R Robinson, S Tilley, J. Wright, S Wheale, P. Wildsmith, G Woods

NOTICE OF MEETING

Notice is hereby given of

THE ANNUAL MEETING OF THE FLEET TOWN COUNCIL

On

Wednesday 16 May 2018 at 7p.m.

in

The Harlington

All members are summoned to attend

SIGNED:

Town Clerk

Date: 10 May 2018

AGENDA

Item 1 ELECTION OF CHAIRMAN

To receive nominations for and to elect a chairman of the Fleet Town Council for the local government year 2018 - 2019

Item 2 ELECTION OF VICE CHAIRMAN

To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2018 – 2019

Item 3 DECLARATIONS OF ACCEPTANCE OF OFFICE

The Town Clerk to formally confirm that all necessary declarations of office have been signed.

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

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 4 April 2018-copy attached

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration.

Planning Committee 9 and 23 April 2018

Copies attached

Part 1 – ITEMS FOR DECISION

Item 7 NOMINATIONS TO COMMITTEES and WORKING GROUPS 2018/2019

To consider the allocation of members to committees and working groups

- a) Membership of Committees 2018/2019
- b) Membership of Working Groups 2018/2019

Papers are attached which show the preferences of members for service on committees and working groups in 2018/2019

RECOMMENDATION

To approve the membership of Committees and Working Groups for 2018/2019

Item 8 APPOINTMENTS TO EXTERNAL BODIES

To consider the allocation of members to represent Fleet Town Council on Outside Bodies.

A paper is attached which shows the preference of members to represent FTC on Outside Bodies in 2018/2019

RECOMMENDATION

To approve the representation of FTC on Outside Bodies for 2018/2019

Item 9 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Further to item 7 of the minutes of the Council meeting held on 4 April 2018, a review of Standing Orders and Financial Regulations has been carried out in line with the usual practice for the Annual Meeting of Council. However, notification has since been received of changes to NALC Model Standing Orders to incorporate the requirements of new legislation. A summary of the requirements is attached and will be incorporated into the FTC Standing Orders ready for inclusion in the updated Councillor Handbook scheduled for circulation in June 2018

All members have already been invited to submit any suggestions to the Town Clerk

RECOMMENDATION

To approve amendments to Standing Orders and Financial Regulations to take account of new legislation

Item 10 MEETING SCHEDULE

Members will recall that a schedule of meetings was approved by Council on 6 December 2017 for adoption by this meeting of the Annual Council. One small change has been made - the Development Control Committee scheduled to be held on Thursday 17 May 2018 was brought forward to Monday 14 May 2018- Copy attached

RECOMMENDATION

To confirm the adoption of the schedule of meetings for 2018/2019

Item 11 MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

a) Hampshire Association of Local Councils (HALC and NALC)

To approve the membership and the payment of the annual Affiliation Fees . HALC £1,000 and NALC £1,219.00

b) Institute of Cemeteries and Crematoria Management (ICCM)

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

c) Society of Local Council Clerks

To approve the continuing membership of the Clerk and the payment of the annual fee of £284

RECOMMENDATION

To approve/note the payment of the following fees for 2018/2019

- a) HALC £1,000
- b) NALC £1219.00
- c) ICCM £90
- d) SLCC £284

Item 12 GENERAL POWER OF COMPETENCE

The General Power of Competence (GPC) allows eligible local Councils “the power to do anything that individuals generally may do” as long as they do not break other laws. This is the power of “first resort”.

Fleet Town Council meets the eligibility criteria ie

- Two thirds of the Council must be elected (even if the election was not contested) For Fleet Town Council this is 12 members. Out of the 18 members that Fleet Town Council should have, there are currently 3 vacancies
- The Clerk must hold one of the sector-specific qualifications including the passing of Section 7 of CiLCA 2012 (GPC) - The Clerk is CiLCA qualified - including the GPC qualification.

Fleet Town Council to consider and confirm its eligibility to use the General Power of Competence.

RECOMMENDATION

Members to resolve that Fleet Town Council meets the eligibility criteria to use the General Power of Competence as at 16 May 2018

- Fleet Town Council has 15 eligible Councillors
- The Town Clerk is fully CiLCA qualified including Section 7 (GPC)

Item 13 LEASES

Members will recall that at the meeting of Council on 6 July 2016, the following resolution was passed in relation to the leases for :

- Fleet Cricket Club in Calthorpe Park
- 1st Crookham Scouts in Basing borne Park
- 22nd and 26th Odiham Scouts in Calthorpe Park

‘to waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant’s performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in reinstatement of the full rent as set out in the Particulars’

Members are asked to authorise the continuation of this waiver in the leases

RECOMMENDATION

To approve the continuation of the rent waiver in leases

Item 14 CO-OPTION OF MEMBERS

a) Proposed revision to Co-option policy

It is suggested that the Council’s co-option policy should be amended to provide for applications to be considered from applicants who work in Fleet and not restricted just to those who live in Fleet. Both the current version and a draft version of the policy are attached for comparison

RECOMMENDATION

To approve the draft revised co-option policy to provide for applications to be considered from applicants who live and/or work in Fleet

b) Co-option applications

Following the local election on 3 May 2018, Fleet Town Council now comprises 15 elected Members leaving vacancies in Central, Courtmoor and Pondtail wards.

In line with The Representation of the People Act 1985 valid applications to be considered for co-option to the Council have been received from former Councillors Dai Pierce and Neil Walton and Ruth Williams - copies attached

RECOMMENDATION

To co-opt Dai Pierce, Neil Walton and Ruth Williams to serve as the co-opted members to represent the Pondtail, Central and Courtmoor wards respectively on FTC until May 2022

Item 15 HARLINGTON DEVELOPMENT UPDATE

To receive an update report on the Harlington Development – copy attached

RECOMMENDATION

- a) To note the update report on the Harlington development
- b) That The Harlington Working Group explore what means are available to confirm the continuing public support of the project.

Part 2 – ITEMS TO NOTE

Item 16 FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP

To receive and note Fleet Town Council’s asset register and land ownership as at March 2018- copy attached

Item 17 STATEMENT OF COUNCILLOR ATTENDANCE 2016/2017

To receive a statement of the attendance of Councillors at ordinary meetings of Full Council during 2017/2018- Copy attached

Item 18 INSURANCE COVER

To note that arrangements have been made for insurance cover in 2018/2019-policy certificate attached

Item 19 HEALTH AND SAFETY AUDIT

To note that the Town Clerk has concluded a Health and Safety Review and an Action Plan is being produced

Item 20 HCC/HDC UPDATE

To note any matters of concern to FTC

Item 21 NEIGHBOURHOOD PLAN UPDATE

To receive a verbal update from Cllr Oliver

Item 22 TOWN CLERK'S REPORT

To note the Town Clerk's report giving an update on activities-copy attached

Item 23 DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be held on Wednesday 6 June 2018 at the Harlington at 7pm

*Please note that official photographs of the Council for 2018/2019 will be taken before the start of the meeting on **WEDNESDAY 16 May 2018***

Individual portrait photos will be taken from 6pm onwards and a group photograph of the new Council will be taken at 6.45pm

Please arrive promptly at 6pm