



FLEET TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING
held on
Wednesday 3 September 2014
at The Harlington at 7pm

PRESENT

Councillors Bob Schofield (Chairman), Steve Cante, Grahame Chenery, Paul Einchcomb, Steve Forster, Denis Gotel, Alex Gray, Alan Hope, Kathy Jasper, Dai Pierce, Richard Robinson, Jeff Smith, Neil Walton, Richard Woods, Jonathan Wright

Also Present

Janet Stanton-Town Clerk
Sheila Rayner-Committee Clerk

Cllr Bennison HDC/HCC
Cllr Wheale HDC/HCC
Mike Bye Friends of Oakley Park
Sue Tilley Fleet Future
Emma Molyeux Fleet Centre Business Team

Chairman's Announcements

- Cllr Schofield reported that responses to the Local Plan were required by 10 October 2014. The FTC response would be formulated by the Planning Committee. However, it may be necessary for members to submit individual comments if HDC were unable to give an assurance that the FTC views were given due weight
- Cllr Schofield reminded members that the budget building process would shortly commence. Members were invited to submit views and ideas for incorporation into the draft budget to the Town Clerk as soon as possible
- All members were reminded of the invitation to attend the official opening of the Dance Studio on Thursday 4 September 2014 at 6.30pm
- Lt Col Ludlow had presented his apologies and would be unable to attend the meeting to discuss training proposals on MOD land. A higher level review has been ordered as to how the Aldershot area community engagement is managed. Cllr Bennison, who had attended the Church Crookham presentation, explained that there had been a strong public reaction to the MOD's intention to enforce the bylaw to prevent cycling and horse riding on the land, due to the planned presence of motorised battalions

ITEM 1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Holt and Oliver

ITEM 2 DECLARATIONS OF INTEREST

Cllr Schofield and Cllr Smith – Item - 10 Grant Fleet Future

ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Council meeting held on Wednesday 2 July 2014 were approved subject to amending the reference to Policy and Finance Committee (not Resources) at Item 14.

The Council received the minutes of the following meetings:

Development Control Committee 14 and 28 July and 11 August 2014

RLA Committee 16 July 2014

Policy and Finance Committee 21 July 2014

Risk Management Working Group 9 July 2014

ITEM 5 APPOINTMENT OF INTERNAL AUDITOR

The members considered the appointment of the Council's internal auditor and

RESOLVED

The appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council, was confirmed.

ITEM 6 RISK MANAGEMENT

The members were advised that the risks for the Council had been reviewed by the Risk Working Group . The Risk Assessment Document and Action Plans were considered and it was

RESOLVED

That the Risk Assessment Document and Action Plans be adopted by the Council with a further review to take place on 21 January 2015

ITEM 7 PROGRESS ON RENEWAL OF LEASES

The members were advised on the progress of the lease renewals to various organisations. Several issues had been raised by Headleys, the Council's legal advisor dealing with the matter, on which the Council's instructions had been sought.

Having considered the issues and following debate it was

RESOLVED

- a) that it was considered appropriate that the tenant would be responsible for the insurance of the premises with a copy of the insurance policy and certificate to be supplied to the Council each year together with evidence that the premium has been paid
- b) that 7 years was regarded as an appropriate maximum interval for the decoration of the premises
- c) that a reasonable market value be obtained at a reasonable cost of the land and premises with a view to the inclusion of the assessed value being entered in the lease agreement but with an annual waiver approved by Council..

ITEM 8 DATE OF ANNUAL RESIDENTS' MEETING

The members considered a suggested date for the next Annual Residents' meeting and

RESOLVED

That the next Annual Residents' meeting be held on Tuesday 31 March 2015 at The Harlington at 7pm

ITEM 9 PARKING IN FLEET

Members were reminded that HDC is currently reviewing a number of car parking proposals in Fleet and had invited FTC to suggest any particular proposals for consideration. Following discussion it was

RESOLVED

To re-iterate the proposals submitted to HDC in November 2013 namely

- 20p for 30 minutes (operating 24 hours per day). If HDC adopted their own budget proposal of a free half an hour after 6pm and on Sundays this was fully endorsed by FTC.
- 80p for 1 hour
- £1.50 for 2 hours
- £2 for 3 hours
- £2.50 for 4 hours
- £5 all day
- £1 after 6pm
- £1 Sundays

However, in the event of Pay on Exit being introduced,

- 30 minutes free (to apply 24x7)
- £1 per hour
- £1 after 6pm
- £1 Sundays

ITEM 10 GRANT APPLICATIONS (this item was taken before item 5)

a) Fleet Future Fashion Show

Members considered a grant application for £481.25 to support a Fashion Show as an initiative of the Fleet Town Plan's Fleet Centre Business Team. Sue Tilley and Emma Molyeux explained the proposal and were able to answer questions raised by the members. The grant was to cover the cost of hall hire at the Harlington

RESOLVED

That a grant of £481.25 be approved to facilitate a book transfer to cover the cost of hiring accommodation at The Harlington for a Fashion Show organised by the Fleet Centre Business Team supported by Fleet Future

b) Fleet and District Festival Committee

The members considered a grant application for £3,000 by the Fleet and District Festival Committee for costs associated with the Christmas Festivities on 26 November 2014. The members were very supportive of the application but were constrained by the Council's Grant Policy which provided that only one grant could be approved to an organisation in any one year.

The Council's Standing Order 12 provided that subject to a written request by 7 members, the Policy could be reviewed within 6 months of its adoption.

RESOLVED

That consideration of the application be deferred until the Council Meeting on 1 October 2014 but that members had indicated support in principle.

c) Fleet Town Centre Project

The members considered a grant application for £2,000 to assist with the costs associated with the Fleet Town Centre (Fleet Angels) project.

The members indicated general support for the project but as there was no representative of the project present, various questions could not be asked.

RESOLVED

To defer the consideration of the application until the Council meeting on 1 October 2014, when representatives of the applicant organisation would be invited to attend to answer members questions.

ITEM 11 FINANCIAL MONITORING

The members received a range of financial information :

- a. Cash Book up to 31 July 2014
- b. Bank Reconciliation up to 31 July 2014
- c. List of payments up to 31 July 2014
- d. Income received up to 28 August 2014
- e. Expenditure payments up to 28 August, 2014

RESOLVED

- a) To confirm that the bank reconciliation equals zero and Cllr Robinson to confirm that the bank statement matches the reconciliation and to sign the bank statements and payment schedule for July 2014
- b) To receive into the minutes the Income Receipts and Expenditure statement up to 28 August, 2014

ITEM 12 HARLINGTON DEVELOPMENT WORKING GROUP

It was noted that Cllr Forster had joined the Harlington Development Working Group with effect from 17 July 2014

ITEM 13 HARLINGTON SURVEY UPDATE

Cllr Schofield reported that David Fenton had produced the first draft of the survey questionnaire which would be considered at the Working Group meeting to be held on 4 September 2014

ITEM 14 STANDING ORDERS

The Standing Orders, incorporating the amendments to reflect changes previously approved by Council, were circulated to members for inclusion in their personal copies of the Members' Handbook

ITEM 15 S106 ALLOCATIONS AS AT AUGUST 2014

Members noted the statement from HDC on S106 allocations but Cllr Schofield reminded the members that the FTC £122,834, should be increased by £200,000 giving a total of £322,834 to reflect the leisure contribution for the Edenbrook Village development.

Cllr Schofield reported that quotes were being obtained for the installation of footpaths in Basingbourne Park which would be funded by highway contributions

ITEM 16 REMEMBRANCE SUNDAY 9 NOVEMBER 2014

The arrangements for Remembrance Sunday on 9 November 2014 were noted. Members able to assist on the day were asked to inform the Town Clerk as soon as possible

ITEM 17 FLEET FUTURE

Cllr Schofield commented that he hoped the Fashion Week, which was an outcome of the work of Fleet Future, will help to bond shopkeepers to work together

ITEM 18 HCC/HDC

HCC (Cllr Wheale) (This matter was reported prior to item 4)

Cllr Wheale referred to the continuing closure of Avondale Road . HCC had now instructed a contractor to test for running sand with a view to designing the appropriate method to replace the surround to the pipe to the pumping station. It had also been agreed to insert a secondary lining to the main sewer pipe which had been damaged.

HCC (Cllr Bennison) (This matter was reported after item 19)

Cllr Bennison reported on the flooding in the Basingbourne Road area on 25 July 2014 and the proposed reorganisation of the HCC Highways team. It was understood that the proposal was to amalgamate Rushmoor, Basingstoke and Deane and Hart. A briefing paper would be published in due course

ITEM 19 CLERK'S REPORT

The Members considered the Town Clerk's report and gave particular attention to the urgent need for additional office space following the staff restructuring and the installation of the cash and stock control systems

RESOLVED

To note the report of the Town Clerk and to authorise changes to the accommodation as follows:

- Reinstatement reception with desk space for up to 2 people at the main entrance to the building
- Create office space for 3 people in the current play room
- Accommodate 11 staff in the current office area using only the clerk's office to accommodate up to three members of staff. The Boardroom to be retained as a meeting room.

at a cost of £4,100 to be funded by £5,000 held in earmarked reserves.

A further proposal will be made to finish off work to the coffee shop by removing the central panel and 'squaring off' the Function Room with acoustic baffling to allow more space for a pram/buggy area within the foyer to the Chernoke Hall.

ITEM 20 UPDATE ON STAFF STRUCTURE

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 were excluded from the Meeting.

ITEM 21 DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be held on Wednesday 1 October 2014 at 7pm

There being no further business the meeting closed at 9.56 pm

Signed:..... **Date**.....
Chairman