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Town Council Offices, Reading Road,
Yateley, GU46 7RP

NOTICE OF COUNCIL MEETING

MEETING: Finance & Policy Committee
DATE & TIME: Monday 15th June 2026 at 7.00pm
PLACE: Oak Room, Council Offices, Reading Road, Yateley, GU46 7RP

**Councillors are hereby summoned to attend the following meeting.
Please inform the Town Clerk if you cannot attend.**

This is a meeting in public. If you would like to attend and have any special requirements e.g. access or a copy of the agenda in another format, e.g. large print, please contact us.

Agendas and minutes are available at <https://yateley-tc.gov.uk/the-council/archives/type/town-council/>

Julie Routley
Town Clerk

10th June 2026

AGENDA

1.	WELCOME & APOLOGIES FOR ABSENCE To receive any apologies for absence from the meeting
2.	DECLARATIONS OF INTEREST To receive declarations of interest for any item on the agenda
3.	MINUTES OF THE LAST MEETING To approve the minutes of the meeting held on 13 th April and the extraordinary meeting held on 27 th April 2026 (attached)
4.	PUBLIC PARTICIPATION An opportunity for members of the public to make representations, ask questions, or raise matters relating to items on the agenda (the session will not exceed 15 minutes)
5.	FINANCIAL STATEMENTS, BANK RECONCILIATION & OVERDUE ACCOUNTS To sign off the bank reconciliations for April and May 2026.
6.	S106 PROJECTS To consider amendments to the Council's proposed S106 project list following feedback from Hart District Council, and to agree submission of an updated list.
7.	COUNCIL POLICY REVIEWS To review the following Council policy prior to Full Council approval (attached): a) Standing Orders b) Data Breach Policy
8.	OFFICE WINDOW REPLACEMENT PROJECT – ADDITIONAL COSTS To note additional costs associated with the office window replacement project.

9.	AUTOMATED DOOR LOCK SYSTEM To consider and approve a revised quotation for the installation of an automated door access system across the three community halls.
10.	INFORMATION ITEMS To note any information items

1. Welcome & Apologies for Absence – to receive any apologies for absence from the meeting.

2. Declarations of Interest

To receive declarations of interest for any item on the agenda

3. Minutes of the Last Meeting – to approve the minutes of the meeting held on 13.04.26 and the extraordinary meeting held on 27.04.26 (attached).

4. Public Participation – an opportunity for members of the public to bring matters to the attention of the Council relating to items on the agenda (max. 15 minutes).

5. Financial Statements, Bank Reconciliation & Overdue Accounts

To sign off the bank reconciliations for April and May 2026.

6. S106 Projects

To consider amendments to proposed S106 projects in light of Hart District Council feedback, including allotment access arrangements and the refocusing of open space improvements, and to agree submission of an updated project list to Hart District Council.

Background:

Members are asked to consider revisions to the Council's identified S106 leisure projects following discussions with Hart District Council, to ensure that proposed projects appropriately reflect potential development impacts and meet planning requirements.

Recent discussions with Hart District Council, in relation to proposed development in close proximity to Yateley, have highlighted the need to review the Council's current S106 project list.

While the project list is intended to apply to development generally, it is appropriate to ensure that it reflects potential increases in demand on the town's leisure infrastructure and remains capable of support through the S106 process.

Proposed Amendments

1. Allotments / Community Growing Space

The Council currently operates an allocation system prioritising Yateley residents, and demand remains high, with a significant waiting list.

In light of potential nearby development and associated demand, Members are asked to consider:

- Extending eligibility for any new allotment provision to include residents of nearby developments; and
- Reflecting this approach in any future allocation policy for new sites

This would help ensure that additional provision responds appropriately to increased demand.

2. Open Space and Play Provision (Monteagle Open Space)

The Council is already experiencing significant pressure on existing equipped play areas, particularly at Yateley Green, which currently provides facilities catering for a wide range of age groups, from younger children through to teenagers. This site is well used and serves a broad catchment, and additional demand from nearby development is likely to further increase usage.

It is noted that nearby development proposals may include on-site equipped play provision.

Accordingly, it is proposed that the Council's project be refined to focus on enhancing provision for older children, teenagers and adults, helping to balance the overall recreational offer across the town and reduce pressure on existing multi-use sites such as Yateley Green. This could include:

- Provision for older children, teenagers and adults, including:
 - Outdoor fitness equipment
 - Calisthenics / gym facilities
 - Equipment aimed at older children/teens

Members should also note that:

- The existing play area at Monteagle Open Space may require relocation as part of the proposed allotment project, providing an opportunity to reconfigure and enhance the overall recreational offer on the site.

Recommendation:

Members are recommended to:

1. Note the feedback received from Hart District Council and the need to ensure the Council's S106 project list remains appropriate and supportable;
2. Consider and agree the proposed amendments to the Council's identified S106 leisure projects, as set out above; and
3. Approve the submission of an updated S106 project list to Hart District Council.

7. Council Policy Reviews

To review the following Council policies prior to Full Council approval (all attached):

- a) Standing Orders
- b) Data Breach Policy – new policy that documents procedure to follow, recommend goes to Full Council due to importance

8. Office Window Replacement Project – Additional Costs

To note additional costs associated with the office window replacement project.

Members are asked to note additional costs incurred as part of the office window replacement project.

During installation, it was identified that a number of windowsills and trims required replacement, with some sections found to be rotten and unsuitable for reuse. These works were necessary to enable the safe and proper installation of the new windows and could not reasonably have been deferred once works had commenced.

In addition, a small number of glazed panels required upgrading to obscured glass in order to maintain appropriate privacy within meeting spaces.

The total additional cost amounts to £3,140+VAT.

This expenditure falls within the Town Clerk's delegated authority; however, it is reported to Members in the interests of transparency, as part of the wider window replacement project. The cost can be met from the Office property repairs budget, which was increased for the current year, with provision made on the basis that the windowsills might require replacement during this period.

9. Automated Door Lock System

To consider and approve a revised quotation for the installation of an automated door access system across the three community halls.

Members will recall that the installation of an automated door lock system was approved on 08.12.25
Min: C6625

Since that time, there has been a significant delay with the originally identified supplier, who has subsequently confirmed they are unable to deliver the required functionality. As the system must integrate with the Council's Hallmaster booking software, supplier options are limited to those compatible with that platform.

An alternative supplier recommended via Hallmaster has now provided a quotation which:

- Delivers the required functionality for access control;

- Offers additional future capability, including potential integration with heating controls; and
- Aligns with the operational requirements of the office and community facilities.

The supplier has also advised that installation of the access control system at this stage would future-proof the buildings for heating control integration, regardless of the type of system adopted (e.g. electric heating, radiators, air source heat pumps, air conditioning, or underfloor heating). This approach would reduce the need for more complex and costly controls within any future heating plant installation, as only peripheral components would need to be added.

For context, Members may wish to note the success of previous automated access improvements, such as the tennis gate system (costing approximately £5,000), which has resulted in increased bookings and reduced administrative demand.

Quotation

Community Hall	Cost
The Tythings	£3,613.99+VAT
Monteagle Community Centre	£3,613.99+VAT
Darby Green Centre	£3,613.99+VAT
2 hours system training	£160.00
Licences discount 50%	-£465
Total	£10,536.97

The revised quotation relates solely to the door access system. Members should note that the original £9,000 project budget included both the automated door locks and the Hallmaster software, which has already been procured.

In addition, as the project was not completed in the previous financial year, the remaining budget was carried forward into the current year.

When considering the remaining provision against the revised quotation, there is a funding shortfall. This reflects both the increased cost of the specialist system required for Hallmaster integration and the fact that part of the original budget has already been committed to the software element.

Climate Impact: Positive impact through reduced vehicle journeys, as hirers will no longer need to collect and return keys. The system also offers future integration with heating controls, supporting more energy-efficient use of the buildings.

Recommendations:

Members are therefore asked to:

- Approve the revised quotation for the automated door lock system;
- Approve the use of funds from the Community Asset Improvements Earmarked Reserve (EMR 344) to meet the shortfall (£1,769.97) between the remaining project budget and the revised quotation;
- Suspend Financial Regulations in respect of procurement to permit the appointment of this supplier, due to the specialist compatibility requirement with the Hallmaster system.

10. Information Items

- To note any information items

Date of next meeting: 6 July, 7pm in the Oak Room, Council Offices, GU46 7RP