



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / town.clerk@haslemeretc.org

22nd November 2019

To all Members of Council

Mayor	Cllr J. Robini
Deputy Mayor	Cllr S. Dear
Councillors	Arrick, Barton, Cole, Davidson, Dullaway, Ellis, Hewett, Isherwood, Keen, Lloyd, Matthes, Nicholson, Odell, Round, Weldon, Whitby

I give notice that a meeting of Full Council will be held on Thursday 28th November 2019 at 7pm. in the Town Hall, High Street, Haslemere and you are hereby summoned to attend such meeting.

Members of the press and public are entitled to attend this meeting and are encouraged to do so.

Yours sincerely,

Mrs Lisa O'Sullivan
Town Clerk

Before the meeting prayers will be said by Reverend Jennifer Riddlestone of St Stephen's Church.

AGENDA

1. APOLOGIES FOR ABSENCE

Council to decide whether or not to accept apologies for absence.

RECOMMENDED: That where reasons are given by Members they are approved.

2. DISCLOSURE OF INTERESTS

To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

3. DISPENSATIONS

Town Clerk to report on any dispensations granted prior to the meeting relating to the approval of the budget, the approval of any borrowing under the Local Government Act 2003, the making of the precept, the making of the calculations under ss 49A, 49B of the Local Government Finance Act 1992, the approval of an allowance, payment or indemnity to Members.

4. QUESTIONS BY THE PUBLIC

Any resident of the area covered by the Town Council and present at the meeting may ask questions relating to the business of the Town Council. Maximum 15 minutes allowed.

Haslemere South Residents Association are expected to make a representation.

5. REPRESENTATIONS BY EXTERNAL BODIES

None expected.

6. MINUTES OF THE LAST MEETING

APPENDIX 1

To confirm and sign the Minutes of the meeting held on 26th September 2019.

RECOMMENDED: – that the minutes of the meeting held on 26th September 2019 and any recommendations therein be adopted.

7. MAYOR'S UPDATE

To receive update from the Mayor

8. CLERK'S UPDATE

APPENDIX 2

Written report as circulated with Agenda.

9. NEIGHBOURHOOD PLAN

APPENDICES 3&4

Cllr Weldon has submitted 2 amended documents, (Neighbourhood Plan and Summary) for consideration by Full Council. Council to consider whether these amended documents will then be taken forward to the next stage of the Neighbourhood Plan process, that of public consultation.

10. FINANCIAL MATTERS

APPENDIX 5

The following documents are attached. Councillors should contact the Clerk in advance of the meeting if there are any queries relating to these documents.

Cash and Investment reconciliation for month 5. This document shows that the Council's bank statements agree with its accounting system.

Cashbook Payments for months 4&5. These list all of the payments and receipts to and from the Council's bank accounts since the last meeting.

Cashbook 1 (current account)

Month 6 payments totalling - £23,898.31

Month 6 receipts totalling - £163.82

Month 7 payments totalling - £28,734.46

Month 7 receipts totalling - £159,555.53 (precept)

Cashbook 2 (deposit account)

Month 6 payments totalling - £0

Month 6 receipts totalling - £186.73

Month 7 payments totalling - £0

Month 7 receipts totalling - £0

Cashbook 3 (reserve account)

Month 6 payments totalling - £0

Month 6 receipts totalling - £0

Month 7 payments totalling - £0

Month 7 receipts totalling - -£0

Cashbook 9 (United Trust reserve account)

Month 6 payments totalling - £0

Month 6 receipts totalling - £0

Month 7 payments totalling - £0

Month 7 receipts totalling - £0

Summary Income and Expenditure by Budget Heading for month 7. This shows how much actual money has been spent to date against each of the Council's budget headings and what percentage of the total budget for each heading has been spent.

RECOMMENDED: That the schedule of payments as detailed in the Cashbook printouts for months 6&7 and any variances in the Council's accounts are approved including the following overspends:

101/4020 – Photocopier Lease – budget £438 overspend at year end of under £200.

101/4024 – Subscriptions – budget £3000 overspend at year end of £261

11. INTERNAL AUDIT REPORT

APPENDIX 6

RECOMMENDED: Council note the attached report and recommendations:

1. Where a decision is made to place work without obtaining competitive quotes, then this decision should be recorded in minutes and
2. Council agrees that the minutes of the Staffing meeting held 7th March 2019 should be amended to show the correct pay scale for the Clerk of 42, not 41.

12. MINUTES OF COMMITTEE MEETINGS

To receive the minutes of Committee meetings held since last full Council. Unless otherwise specified, all have been previously circulated and are available on the Council's website.

- Planning & Highways Committee – 10th October and 7th November 2019
- Staffing 19th October
- Grants – 18th November 2019

RECOMMENDED: – that the minutes of those meetings and any recommendations therein, not already made under delegated authority, be adopted.

13. BUDGET WORKING PARTY 2019-20

APPENDIX 7

The Budget WP met on 8th November to look at the first draft Budget (attached). Cllr Dullaway to report.

14. COUNCIL STRATEGY WORKING PARTY

To receive an update from Cllr Dullaway.

15. HTC CARBON NEUTRAL 2030 – ROADMAP AND CARBON AUDIT

APPENDIX 8

Councillors to note the latest draft of the HTC Carbon Neutral 2030 Roadmap & Audit, attached. The aim is to complete it by the end of January 2020 in line with the Council's commitment to do so before the end of this financial year.

16. REPORTS FROM EXTERNAL REPRESENTATIVES

APPENDIX 9

Council to note the attached report.

17. FOI POLICY AND PUBLICATION SCHEME

APPENDICES 10&11

Town clerk to report.

RECOMMENDED: That the attached Freedom of Information policy and publication scheme are adopted.

18. WBC FREEHOLD TRANSFER

APPENDIX 12

Town Clerk to report on progress. There is a potential issue with Woodcock Green and Council needs to consider whether it still wants to take on the freehold given the extent of the land proposed in the transfer, much of which is dense woodland abutting the A287 (see attached map). In addition, taking on the freehold of Grover's Garden will include the access road surrounding it (see attached map). WBC have confirmed that they are not prepared to accept a "cherry picking" approach to the individual sites.

It was also suggested at the Budget WP meeting that additional funds be put into the budget for ad hoc grounds maintenance in the first year.

RECOMMENDED: that £3000 is added to the draft budget to allow for some ad hoc grounds maintenance in the first year of Council maintaining land transferred from WBC at its own cost.

19. FENCING OF LION GREEN DURING DECEMBER

APPENDIX 13

See attached officer report and recommendation.

20. EXCLUSION OF THE PUBLIC

RECOMMENDED: That the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

21. PUBLIC TOILET CLEANING TENDER

APPENDIX 14

Council to consider the attached paper and recommendation.

22. TOWN COUNCIL IT PROVISION

APPENDIX 15

Council to consider the attached paper from Deputy Clerk and recommendation.

** End of Agenda **