



# HASLEMERE TOWN COUNCIL

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22<sup>nd</sup> May 2020

To all Members of Council

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

I give notice that an online meeting of Full Council will be held on Thursday 28<sup>th</sup> May 2020 at 7pm and you are hereby summoned to attend such meeting. Meeting details as follows:

<https://us02web.zoom.us/j/82471662609?pwd=WGZRQlpTNW9hMFITcVBuSnI3YThJZz09>

Meeting ID: 824 7166 2609

Password: 699622

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

## **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.

#### **5. REPRESENTATIONS BY EXTERNAL BODIES**

None expected.

#### **6. MINUTES OF THE LAST MEETING**

#### **APPENDIX 1**

To approve the Minutes of the meeting held on 19<sup>th</sup> March 2020.

**RECOMMENDED:** – that the minutes of the meeting held on 19<sup>th</sup> March 2020 and any recommendations therein be adopted.

#### **7. MAYOR'S UPDATE**

To receive update from the Mayor

#### **8. CLERK'S UPDATE**

#### **APPENDIX 2**

To note the update from the Clerk.

#### **9. FINANCIAL MATTERS**

#### **APPENDIX 3**

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 1. This document shows that the Council's bank statements agree with its accounting system.

Cashbook Payments for months 12&1 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 12 payments totalling - £ 32,165.59

Month 12 receipts totalling - -£20,080.20

Month 1 payments totalling - £22,194.22

Month 1 receipts totalling - £209,513.33 (Precept)

#### **Cashbook 2 (deposit account)**

Month 12 payments totalling - £20,000

Month 12 receipts totalling - £144.31

Month 1 payments totalling - £0

Month 1 receipts totalling - £0

#### **Cashbook 9 (United Trust reserve account)**

Month 12 payments totalling - £0

Month 12 receipts totalling - £0

Month 1 payments totalling - £0

Month 1 receipts totalling - £0

#### **Cashbook 10 (Nationwide reserve account)**

Month 12 payments totalling - £201.32

Month 12 receipts totalling - £402.64

Month 1 payments totalling - £0

Month 1 receipts totalling - £0

#### **Cashbook 11 (Triodos reserve account)**

Month 12 payments totalling - £0

Month 12 receipts totalling - £0

Month 1 payments totalling - £0

Month 1 receipts totalling - £0

Summary Income and Expenditure by Budget Heading for months 12&1 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 12&1 and any variances in the Council's accounts, including reported overspends and virements are approved.

**10. INTERNAL AUDIT 2019-20**

**APPENDICES 4&5**

Clerk to report. The end of year report from the council's Internal Auditor is attached as well as Internal Audit report for year ended March 2020 as required by the external auditor. Council to note contents.

**RECOMMENDED**: that the content of Internal Audit reports for 2019-20 and is noted. The Clerk is instructed to take steps, to comply with the Internal Auditor's recommendations.

**11. EXTERNAL AUDIT REQUIREMENTS**

**APPENDICES 6&7**

The statutory deadline for return of the annual governance and accountability (AGAR) form to the external auditor is the 31<sup>st</sup> July 2020.

1. Council must consider and approve the annual governance statement at Appendix 6.

**RECOMMENDED** That the Annual governance statement for year ended 31st March 2020 is approved.

2. Council must consider and approve the accounting statements at Appendix 7.

**RECOMMENDED** That the Annual accounting statements for year ended 31st March 2020 are approved.

These forms require a 'wet' signature, the Clerk will arrange for the Mayor to access them.

**12. MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES**

**RECOMMENDED** That the membership of Committees and External Bodies, and Chairmanship of Committees and working parties remains unchanged and is reviewed in May 2021.

**13. AMENDMENT TO STANDING ORDERS**

**APPENDIX 8**

**RECOMMENDED** That the amended standing orders at Appendix 8 are adopted, section 28 added..

**14. GRANT APPLICATION – GLADRAGS PROJECT**

**APPENDICES 9, 10, 11**

Council to consider the attached Grant application and make a decision on whether or not to award. Cllr Keen to lead this item as Chair of Grants.

**15. CIL PROCESS**

**APPENDIX 12**

Council to discuss the attached document from the Deputy Clerk. At 1 April HTC has received £20,085.85 in CiL money but currently has no mechanism by which to decide and sign off a use for it.

**RECOMMENDED**: That a CiL working party is convened to draw up terms of reference and process for dealing with CiL monies ready for the next Full Council meeting in July.

**16. NEIGHBOURHOOD PLAN UPDATE**

To receive an update from Cllr Robini.

**17. 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 – 21<sup>st</sup> May 2020 – to follow

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

**18. REPORTS FROM EXTERNAL REPRESENTATIVES**

To receive reports from representatives.

\*\* End of Agenda \*\*