



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)

15<sup>th</sup> January 2021

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 21<sup>st</sup> January 2021 at 7pm, via Zoom, and you are hereby summoned to attend such meeting. Meeting details as follows:

<https://us02web.zoom.us/j/88618747491?pwd=L0xCYIU4UW8zR2VJWJTJBMkVsWEJRZz09>

Meeting ID: 886 1874 7491

Passcode: 738803

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 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 in total allowed for this item.

#### **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> November 2020.

**RECOMMENDED:** that the minutes of the meeting held on 19<sup>th</sup> November 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. BUDGET 2020-21**

**APPENDICES 3&4**

On 8th January the Budget working party met to consider the final draft budget. There were a small number of adjustments to the budget (circa £6k) relating to more up to date information received since the draft was presented to November Council, none of which caused concern.

Three options were then considered in respect of the precept, as detailed on the attached spreadsheet and summarised below:

1. No change in precept. This implies that the Council will need to fund £47,402 from reserves.
2. Increase precept to balance the budget. This leads to no use of reserves but implies a 13.56% increase in the precept.
3. Combined use of reserves to meet one-off items already agreed by Council and a precept rise to fund the remaining costs. Council previously agreed 30k in one off payments to local organisations at November council. This would imply a precept increase of £17,402, equating to a 4.98% increase on last year.

The working party considered the options carefully, mindful that currently some people may be in financial difficulties and saw merit in each approach. It was, however, noted that the option 3 only equates to 5p per week per band D property. The working party feels this balances a desire to keep the budget prudently funded against the need to support the community in these difficult times. Haslemere Town Council's annual Band D charge at £47.73 would remain one of the lowest in the country.

**RECOMMENDED:** That Council adopts Option 3, with the precept for 2021-22 set at £366,932 and £30,000 used from Council's reserves.

#### **10. CONCLUSION OF EXTERNAL AUDIT 2019-20**

**APPENDIX 5**

Once again, the Council's accounts have been scrutinised by the nominated External Auditor who found no matters requiring attention.

**RECOMMENDED:** Council notes sections 1-3 of the Annual Return (attached) and agrees no further action to be taken in relation to 2019-20 audit of accounts.

## **11. INTERNAL AUDITOR'S INTERIM REPORT**

## **APPENDIX 6**

Attached is the interim Audit report for 2020-21.

**RECOMMENDED:** That the Internal Auditor's report is noted. There are no points identified to take forward.

## **12. FINANCIAL MATTERS**

## **APPENDIX 7**

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

Cashbook Payments for months 8&9. These list all the payments and receipts to and from the Council's bank accounts since the last meeting.

### **Cashbook 1 (current account)**

Month 8 payments totalling - £50,005.80

Month 8 receipts totalling - -£1436.50

Month 9 payments totalling - £39,263.34

Month 9 receipts totalling - £56,93.85

### **Cashbook 2 (deposit 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

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

Month 6 payments totalling - £0

Month 6 receipts totalling - £0

Month 7 payments totalling - £0

Month 7 receipts totalling - £0

### **Cashbook 11 (Triodos 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 months 8&9 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.

### Virements and overspends

The newsletter account is overspent by £658 due to the necessity of sending newsletters by Royal Mail to all residents twice during the pandemic. Whilst the Community Fund looks significantly overspent there has only been £3690 of the £5k budget committed. The rest has been credited back from earmarked reserves or other income codes.

**RECOMMENDED:** That the schedule of payments as detailed in the Cashbook printouts for months 8&9 and any variances in the Council's accounts, including reported overspends and virements are approved.

**13. HTC RESPONSE TO LPP2 CONSULTATION**

**APPENDIX 8**

**RECOMMENDED:** That the response at Appendix 8 is sent to WBC as Haslemere Town Council's formal response to LPP2.

**14. MEETINGS CALENDAR 2020-2021**

**APPENDIX 9**

**RECOMMENDED:** That the calendar of meetings 2021-22 is agreed.

**15. RISK ASSESSMENT**

**APPENDIX 10**

Each year the council is required to its risk management arrangements.

**RECOMMENDED:** That the Risk Assessment at Appendix 5 is approved.

**16. ASSET REGISTER**

**APPENDIX 11**

Each year the council is required to review its asset register.

**RECOMMENDED:** That the Asset Register at Appendix 11 is approved.

**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 3<sup>rd</sup> December / 7<sup>th</sup> January
- Amenities 10<sup>th</sup> December
- Grants 11<sup>th</sup> January
- F&G 7<sup>th</sup> December

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

**18. PATHWAYS COMMUNITY SUPPORT**

**TO FOLLOW**

To note the report from Cllr Matthes.

**19. REPORTS FROM EXTERNAL REPRESENTATIVES**

**APPENDIX 12**

Council to note the report from Cllr Matthes at Appendix 12.

**\*\* End of Agenda \*\***