12th March 2021

To all Members of Council

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| **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 an online meeting of Full Council will be held on Thursday 18th March 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=L0xCYlU4UW8zR2VJWTJBMkVsWEJRZz09](https://www.google.com/url?q=https://us02web.zoom.us/j/88618747491?pwd%3DL0xCYlU4UW8zR2VJWTJBMkVsWEJRZz09&sa=D&source=calendar&ust=1610877108844000&usg=AOvVaw0e-u3wOMBwvTR69ECk0ORB)

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.

1. **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.

1. **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.

1. **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.

1. **REPRESENTATIONS BY EXTERNAL BODIES**

None expected.

1. **MINUTES OF THE LAST MEETING APPENDIX 1**

To approve the Minutes of the meeting held on 21st January 2021.

**RECOMMENDED**: that the minutes of the meeting held on 21st January 2021 and any recommendations therein be adopted.

1. **MAYOR’S UPDATE**

To receive update from the Mayor

1. **CLERK’S UPDATE APPENDIX 2**

To note the update from the Clerk.

1. **FINANCIAL MATTERS APPENDICES 3 & 4**

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 11. This document shows that the Council’s bank statements agree with its accounting system.

Cashbook Payments for months 10&11. These list all the payments and receipts to and from the Council’s bank accounts since the last meeting.

**Cashbook 1 (current account)**

Month 10 payments totalling - £24,573.86

Month 10 receipts totalling - -£25,284.81

Month 11 payments totalling - £45,316.97

Month 11 receipts totalling - £153,830.30

**Cashbook 2 (deposit account)**

Month 10 payments totalling - £0

Month 10 receipts totalling - -£0

Month 11 payments totalling - £0

Month 11 receipts totalling - £0

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

Month 10 payments totalling - £0

Month 10 receipts totalling - -£0

Month 11 payments totalling - £0

Month 11 receipts totalling - £0

**Cashbook 10 (Nationwide reserve account)**

Month 10 payments totalling - £0

Month 10 receipts totalling - -£0

Month 11 payments totalling - £0

Month 11 receipts totalling - £0

**Cashbook 11 (Triodos reserve account)**

Month 10 payments totalling - £0

Month 10 receipts totalling - -£850.00

Month 11 payments totalling - £0

Month 11 receipts totalling - £0

Summary Income and Expenditure by Budget Heading for months 10&11 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 and end of year earmarks

**RECOMMENDED**: That the schedule of payments as detailed in the Cashbook printouts for months 10& 11 and any variances in the Council’s accounts, including reported overspends and virements and earmarks for 2021-22 are approved.

1. **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 4th February / 4th March
* Amenities 11th February
* Grants 8th March
* Staffing 5th March

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

1. **GRANTS APPENDICES 5&6**

Two applications were received after the last Grants meeting. The Chairman of Grants has asked for these to go into the Agenda since there is still money in the 2020-21 Grants pot for both Green and Small grants. Chair of Grants to report. Council to determine what, if any award is made.

1. **AMENDMENTS TO STANDING ORDERS APPENDIX 7**

Town Clerk to report. Three small changes have been made to Standing Orders (in red on the attached document).

**RECOMMENDED**: That the revised standing orders at Appendix 7 are adopted.

1. **EMERGENCY PLAN**   **APPENDICES 8, 9, 10**

The Deputy Town Clerk has reviewed and updated the Council’s emergency plan, with advice taken from Waverley Borough Council’s emergency planning team.

**RECOMMENDED**: That the revised Emergency Plan at Appendix 8 is adopted.

1. **DRAINAGE AT TOWN MEADOW**  **REPORT TO FOLLOW**

Council to consider spending surplus budget in the ad hoc grounds maintenance budget on drainage at Town Meadow.

**RECOMMENDED**: That the recommendation in the report circulated prior to the meeting is adopted.

1. **CIL – IDEAS FOR PROJECTS**

Council is reminded that any ideas for projects for the CIL Working Party to consider to be sent to Cllr Whitby as Chairman or the Deputy Town Clerk. They need to be new infrastructure projects and must not remedy deficiencies in existing infrastructure.

To date, the sum of £24,000 has been paid to the Council. The next due date is 1 April (or shortly after), but no payment is expected as WBC are having to refund £265 from the sum already paid to us.

1. **REPORTS FROM EXTERNAL REPRESENTATIVES**  **APPENDICES 11, 12, 13**

Report from Beacon Hill Focus Group to follow after their meeting next week.

Also see:

A report on the Surrey Hills Sustainable business initiative.

A report from Cllr Ellis on Surrey Nature Partnership’s Biodiversity & Planning Conference

1. **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.

1. **STAFFING MATTERS**

All Councillors have previously received minutes of the Staffing meeting held 5th March 2021. Cllr Odell to report. Staff pay awards are made by the Staffing Committee under delegated authority. Council to note the decisions.

**RECOMMENDED**: That Council notes the staff minutes, including pay awards, made by Staffing Committee under delegated authority.

\*\* End of Agenda \*\*