



HASLEMERE TOWN COUNCIL

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7th May 2021

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 the annual meeting of Full Council will be held on Thursday 13th May 2021 at 7pm. in Haslemere Hall, Bridge Road, 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 via the live stream on the council's Facebook page:
<https://www.facebook.com/haslemeretowncouncil>

Yours sincerely,

LISA O'SULLIVAN
Town Clerk, Haslemere Town Council

AGENDA

1. ELECTION OF TOWN MAYOR FOR 2021-22

Council will elect the Town Mayor for the forthcoming year.

2. DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR

The duly elected Town Mayor will make the Declaration of Acceptance of Office.

3. ELECTION OF DEPUTY TOWN MAYOR FOR 2021-22

Council will elect the Deputy Mayor for the forthcoming year.

4. 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.

5. 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.

6. 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.

7. MINUTES OF THE LAST MEETING

APPENDICES 1 & 2

To confirm and sign the Minutes of the meeting held on 18th March 2021 and extraordinary Council meeting held on 1 April 2021.

RECOMMENDED: –

1. that the minutes of the meeting held on 18th March 2021 and any recommendations therein be adopted.
2. that the minutes of the meeting held on 1st April 2021 and any recommendations therein be adopted.

8. FINANCIAL MATTERS

APPENDIX 3

The following documents are attached:

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 - £48,504.01

Month 12 receipts totalling - £12.00

Month 1 payments totalling - £54,729.77

Month 1 receipts totalling - £210,240.21 (incl precept)

Cashbook 2 (deposit account)

Month 12 payments totalling - £0.00

Month 12 receipts totalling - £0.00

Month 1 payments totalling - £0.00

Month 1 receipts totalling - £0.00

Cashbook 9 (reserve account)

Month 12 payments totalling - £0.00

Month 12 receipts totalling - £0.00

Month 1 payments totalling - £0.00

Month 1 receipts totalling - £0.00

Cashbook 10 (Nationwide deposit)

Month 12 payments totalling - £0.00

Month 12 receipts totalling - £0.00

Month 1 payments totalling - £0.00

Month 1 receipts totalling - £54.04

Cashbook 11 (Triodos deposit)

Month 12 payments totalling - £0.00

Month 12 receipts totalling - £0.00

Month 1 payments totalling - £0.00

Month 1 receipts totalling - £0.00

Cashbook 12 (Unity Trust 6 month)

Month 12 payments totalling - £0.00

Month 12 receipts totalling - £0.00

Month 1 payments totalling - £0.00

Month 1 receipts totalling - £0.00

Summary Income and Expenditure by Budget Heading for month 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 are approved.

9. INTERNAL AUDIT 2020-21

APPENDIX 4

The end of year report from the council's Internal Auditor is attached as well as Internal Audit report for year ended March 2021 as required by the external auditor. The Auditor makes two minor recommendations. The recommendation regarding confirmation from the Mayor regarding how the balance of their allowance is used is already being done.

RECOMMENDED:

1. The Town Clerk reviews the Council's website to ensure that all required Grants data is published, and that Transparency Code information is up to date.
2. The Town Clerk continues to seek confirmation from the outgoing Mayor regarding use of the balance of their Mayor's allowance.

10. EXTERNAL AUDIT- Annual Governance Statement

APPENDIX 5

Council must consider and approve the annual governance statement at Appendix 5 for submission with the Annual Governance and Accountability Return (AGAR).

RECOMMENDED That the Annual governance statement for year ended 31st March 2021 is approved.

11. EXTERNAL AUDIT- Accounting Statements

APPENDIX 6

Council must consider and approve the accounting statements at Appendix 6 for submission with the Annual Governance and Accountability Return (AGAR).

RECOMMENDED That the accounting statements for year ended 31st March 2021 are approved.

12. MINUTES OF COMMITTEE MEETINGS

To receive the minutes of Committee meetings held since last full Council, all have been previously circulated unless otherwise specified.

- Planning & Highways Committee 1st and 29th April
- Amenities Committee 8th April

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

13. UPDATE FROM NEIGHBOURHOOD PLAN WORKING PARTY

APPENDIX 7

Council to note the attached report from the Neighbourhood Plan working party.

14. MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES

APPENDIX 8

RECOMMENDED: that the current membership of committees and external bodies (as attached) remains in place for the next year. Chairs and Vice-Chairs of each committee will be elected at the first meeting of the new civic year, with the exception of Staffing where they remain in place for the 4 year term.

15. FIXED ASSET REGISTER

APPENDIX 9

Council to agree changes to the fixed asset register since January with the addition of 5 x pieces of freehold land transferred from WBC and 1 x playground at Town Meadow.

RESOLVED: that the asset register at Appendix 9 to the Agenda is a true reflection of the Council's assets at 31 March 2021.

** End of Agenda **