



# HASLEMERE TOWN COUNCIL

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

Minutes of the Haslemere Town Council Meeting held at 7pm on  
Thursday 17<sup>th</sup> March 2016  
Council Chamber, Town Hall, High Street, Haslemere

<b>Mayor</b>	*Cllr M Odell
<b>Deputy Mayor</b>	*Cllr S Abeysundara
<b>Councillors</b>	*Arrick, *Blades, *Bradley, *Carter, *Dover, *Drake, *Edwards, *Hall, *Hewett, *King, *Newbury, *Peel, *Piper *Rodgers, *Round, *Sherratt

\* present

The meeting was clerked by the Town Clerk, Lisa O'Sullivan  
Bea Phillpotts from the Haslemere Herald was in attendance.  
Two members of the public also attended.

Before the meeting prayers were said by Revd Jonathan Carter of Three Counties Church, Haslemere.

## **22/16 APOLOGIES FOR ABSENCE**

No apologies received.

## **23/16 DISCLOSURE OF INTERESTS**

Cllrs Odell and Round declared a non-pecuniary interest in:

- Item 13 (Amenities minutes) - Cllr Odell made the application for Food Festival to use Lion Green.
- Item 13 (Grants minutes) - Cllr Odell is President of Sports Haslemere and chairs the Charter Fair committee.
- Item 17 - Cllr Odell is Chairman of Haslemere Educational Museum.

Cllr Peel also declared a non-pecuniary interest in Item 17 as volunteer at the Museum.

Cllr Blades declared a non-pecuniary interest in Item 13 as member of the Charter Fair committee.

## **24/16 DISPENSATIONS**

None required.

## **25/16 QUESTIONS BY THE PUBLIC**

None.

## **26/16 REPRESENTATION BY EXTERNAL BODIES**

Dr Philippa Guest's report to Council regarding CPRE is deferred to July.

## **27/16 MINUTES OF THE LAST MEETING**

The Town Clerk reported that County Councillor Nikki Barton had questioned the minutes of the last meeting which stated that she had not made a report to Council when in fact she had asked the Town Clerk to direct Councillors to her website. Cllr Hall stated that he thought Cllr Barton should come in person to give a report to Council, not just direct Councillors to a hyperlink to a blog and that he therefore didn't consider that Council had been given a report in January. This was supported by other Councillors.

The minutes of the town Council meeting held 21st January 2016 are agreed to be a true record and signed by the Mayor.

**28/16     MATTERS ARISING**

None.

**29/16     COMMUNICATIONS FROM TOWN MAYOR**

The Mayor gave the following report to Council:

She had attended a difficult meeting between M&S and Weysprings residents where issues regarding the new store had been discussed. She noted that all Councillors had now been invited to a site visit at the store.

The Post Office formerly situated in the new M&S building will close temporarily but the Post Office is actively seeking new premises and is meeting with an interested party imminently.

Cllr Hall's mother-in-law has recently passed away, condolences were extended to him and his wife Zara.

**30/16     CLERK'S REPORT**

The Clerk explained that she would not be repeating her weekly written report to Council but had been asked to report on wider issues in the sector.

She reported that HTC had been awarded a grant of £12k in the Tesco Bags of Help grant competition.

Rising damp has been found in the downstairs office and will be addressed over 3 days 5, 7, 12 April. No one in office on those dates.

The Council's accountant has made an initial visit before year end. The accounting system looks very clean and he expects year end closure to be straightforward.

After yesterday's budget NALC (National Association of Local Councils) issued a statement stating that it hoped that Government decentralisation will be extended to all local Councils. It asserted that pressure on discretionary services is immense, and many will only be retained if town and parish Councils step in.

**31/16     REPORTS FROM COUNTY COUNCILLORS**

No reports were received from County Councillors although the Mayor noted that Cllr Barton had directed Council to her blog. Cllr Round asked that it be minuted that being asked to wade through someone's blog was not the same as receiving a report.

**32/16     MAYOR / LEADER WORKING PARTY**

Cllr Hall, who had chaired the working party, read a pre-prepared statement which is appended to these minutes.

The Mayor stated that the question of whether the role should be split should be voted on first, if carried a working party would need to be formed to report to an Extraordinary Council meeting before Mayor Making.

The matter was a debated amongst Councillors, some of whom were in agreement with the proposal and saw it as best of use of Councillor skill sets and a way of managing the ever increasing time demands of the Mayoral role. It was noted that increased demands from social media needed to be addressed and may be another call on Mayoral time. Other Councillors expressed the view that HTC does an excellent job and does not need to change and were disappointed that it was being suggested that the Council was not being run adequately.

Cllr Drake asked for the vote to be formally recorded.

Cllr Piper proposed that a vote be taken on whether or not to implement a Mayor Leader role, this was seconded by Cllr Bradley.

The Mayor clarified that the vote was to split the role, if carried further work to be done to define roles, make amendments to standing orders etc.

<b>Vote For split</b>	<b>Vote Against split</b>	<b>Abstentions</b>
Cllr Drake	Cllr Abeyesundara	None
Cllr Edwards	Cllr Arrick	
Cllr Hall	Cllr Blades	
Cllr King	Cllr Bradley	
Cllr Newbury	Cllr Carter	
Cllr Rodgers	Cllr Dover	
Cllr Sherratt	Cllr Hewett	
	Cllr Odell	
	Cllr Peel	
	Cllr Piper	
	Cllr Round	

**RESOLVED:** That the status quo is maintained and the Leader role is not introduced.

### 33/16 **FINANCIAL MATTERS**

**RESOLVED:** That the schedule of payments as set out below and any variances in the Council's accounts are approved:

	Month 10	Month 11
Cashbook 6 –	£40239.10	£36,093.38
Cashbook 7 –	£20,000	£40,000 (both internal transfer to current account)
Cashbook 8 –	£2507.22	£0

### 34/16 **MINUTES OF COMMITTEE MEETINGS**

**RESOLVED:** That the minutes of the Planning & Highways Committee meeting held 4<sup>th</sup> February & 3<sup>rd</sup> March 2016 and any recommendation therein are adopted.

Cllrs Odell, Round and Peel left the room. Cllr Abeyesundara took the chair.

Cllr Hall stated that the Amenities committee recommendation not to charge the Food Festival to use Lion Green went against Council policy – Council was being asked to waive a fee for a commercial activity as the Food Festival makes a charge for stalls which merchants who operate for profit. Cllr Drake added that there was a clear understanding that if an event was commercial it would be charged and if not no charge should be made.

Cllr Hall contended that events where Lion Green was used for commercial activity should not even go to Amenities but should follow stated Council policy.

The Town Clerk confirmed that the previous Council resolution was that all users other than the Funfair and Circus would be charged £150 or less by recommendation from Amenities and agreed by Council.

Council first voted and agreed all recommendations made in the Amenities minutes of 11<sup>th</sup> February, except that at Item 8 in relation to charging the Food Festival.

Council then debated the charging of Food Festival for using Lion Green and a vote on the proposal in the Amenities minutes was taken.

**RESOLVED:** That the minutes of the Amenities meeting held 11<sup>th</sup> February 2016 and all recommendations therein, including the recommendation not to charge the Food Festival in 2016, were adopted.

Cllrs Odell, Round and Peel re-entered the meeting. Cllr Odell resumed the chair.

**RESOLVED:** That the minutes of the Finance and Audit Committee held 8<sup>th</sup> February 2016 and Grants Committee held 10<sup>th</sup> March 2016 and any recommendations therein are adopted.

### **35/16     REPORTS FROM REPRESENTATIVES**

The Mayor reported that the minutes of the last Haslemere Vision steering group meeting and revised Memorandum of Understanding had been circulated to Full Council. She thanked Cllrs Hall, Drake, and Round for coming up with the new document which has now been agreed by the Vision steering group. Cllr Hall stated that there were 4 points clarified in the Memorandum of Understanding:

HTC funds will only be used to support work on Housing and Land use.

Scope of the neighbourhood plan is Housing and Land Use only.

Interaction between HTC and HV will only be in respect of Neighbourhood Plan, not peripheral issues.

Press releases from the Vision are to go via HTC reps and Town Clerk.

**RESOLVED** – That the revised Memorandum of Understanding is approved.

### **36/16     WORKING PARTY UPDATES**

Cllr Hall reported that despite repeated requests the Vision have not released the raw consultation data. He will continue to try. He stated that the way the consultation data was analysed was flawed. He also stated that although the Neighbourhood Plan would form part of the Local Plan it would not be written into law and could therefore be over-ridden. He suggested that Council needed to be clear about what it wanted in respect of the Neighbourhood Plan before potential £7.5 - £20k was committed for an Environment and Sustainability report.

It was noted that some but not all of the policies the Vision have been working on have been circulated to group members for comment.

In relation to the Community Engagement WP, the idea of holding ward surgeries was discussed. It was noted that some are already held by Shottermill members. It was generally felt to be a good idea but that not too much money should need to be spent on them. The Mayor would publicise at the Annual Town Meeting and dates and venues will be looked into.

**RESOLVED:** that the minutes of the Community Engagement working party held 24<sup>th</sup> February 2016 and any recommendations therein are adopted. The Community Engagement Terms of Reference are also adopted.

**37/16      REPORTS FROM TWIN-HATTED MEMBERS**

Cllr Edwards reported that the toilets in the Town car park are going to be refurbished. Cllr Abeysundara stated that he had been contacted by a disabled resident who couldn't use his radar key because the toilet door was locked. Cllr Edwards stated that the door was locked because keys could be purchased on the internet but he would look into the issue.

**38/16      REVENUE GRANTS REVIEW**

Cllr Odell stated that the CAB grant has been agreed until 2017/18. Cllr Piper stated that Council should decide whether it supports the 3 organisations in question before deciding levels and timing of reduction. Cllr Hall countered that the decision was whether Council wanted to fund these organisations via revenue grants. There was some debate over the future of revenue grants and the organisations involved.

Cllr Drake proposed to adopt reductions as per the table in the Agenda this was seconded by Cllr King.

Cllrs Odell, Round and Peel left the meeting. Cllr Abeysundara took over the chair.

**RESOLVED:** That the status quo is maintained and the revenue grants are not reduced as per the table.

**RESOLVED:** That a working party be formed to consider the future of the Council's revenue grants and assess impact on services. Town Clerk to email Councillors and arrange first meeting.

Cllrs Odell, Round and Peel re-entered the meeting. Cllr Odell re-took the chair.

**39/16      PLANNING AND HIGHWAYS TERMS OF REFERENCE**

**RESOLVED:** That the new Terms of Reference are adopted.

**40/16      PROPOSAL TO SET UP A CHARITY FOR HASLEMERE TOWN COUNCIL**

Cllr Carter explained that there are more demands on Council resources than it has funds for, but this could be addressed by setting up a charity, run by the Council, but to get grants / awards for charitable purposes supporting residents.

**RESOLVED:** That in principle a charity is set up. More information to be brought to next Council. Set-up costs to be taken from accrued Community Fund underspend 2015-2016.

**41/16      RSPCA APPLICATION TO USE LION GREEN**

There was discussion by Council over whether this was a commercial event with stalls being sold for profit. Cllr Odell stated that this was an event which would be good for residents and being held by local branch of RSPCA and that fee should be waived. Other Councillors felt that HTC should not pick up the bill of maintaining Lion Green when commercial companies were potentially making hundreds of pounds. Cllr Hall proposed that £150 is charged, Cllr King seconded.

**RESOLVED:** That the event is allowed on the green with a charge of £150.

**42/16      LOCALISM FUNDING**

Cllr Carter explained that although jetting on the A333 is the responsibility of SCC he has not been able to get them to come and do it. The issue causes flooding for local residents. Cllr Harmer has no funds to help, Cllr Barton is happy for Localism Funding to be used. Quotes are around £1650 - £1850.

**RESOLVED:** That the remainder of the 2015-2016 localism funding may be used to fund gully clearance on the A333. Press release to be issued.

**43/16      EXCLUSION OF THE PUBLIC**

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

**44/16      COUNCIL AD HOC IT SUPPORT**

**RESOLVED:** That Disking are appointed as the Council's ad-hoc IT support for 2016-2017 in accordance with their previous quote.

**45/16      APPRAISALS AND STAFFING**

**RECOMMENDED:** That the minutes of the staffing meeting held 7<sup>th</sup> March 2016 and any recommendations therein – to include a one pay point pay rise for each staff member – be adopted.

Lisa and Sarah will also receive a one point pay rise on successful completion respectively of the CertHE and CiLCA qualifications, as per their contract of employment.

Tessa Wright to receive an additional pay point after an interim appraisal in July (her one year anniversary), subject to any issues raised in her annual appraisal having been addressed and those appraising her judging her performance to warrant it.

Council discussed the need to implement a more structured appraisal and review process going forward.

Council also considered Cllr Drake's proposal that the present committee is retained for the rest of this Council term and that the chair does not change on an annual basis to being the past Mayor just because history dictates. Full Council will have the power to vote off the chair if something is not working but the structure will benefit the employees.

Cllr Odell put forward a slightly amended proposal, seconded by Cllr Drake.

**RESOLVED:** That the staffing committee will be elected as usual in May 2016. That committee will elect a chairman at its first meeting. That committee and chairman to remain in place, subject to Council discretion to change it, until the end of this Council term.

Cllr Drake expressed the view that Cllr Bradley should continue as Chair of Staffing but it was noted by other Councillors that would be subject to her being elected to the role.

**RESOLVED:** The Clerk will take a report on staff salary benchmarking to the next Staffing Committee meeting.

Meeting finished 9.05pm

Signed.....  
Chairman of Meeting

Date.....