



# HASLEMERE TOWN COUNCIL

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Minutes of the Haslemere Town Council Meeting held at 7pm on  
Thursday 24<sup>th</sup> March 2022 - Council Chamber, Town Hall, High Street, Haslemere

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

\* present

The meeting was clerked by the Town Clerk, Lisa O'Sullivan. No members of the public were present. Daniel Gee from the Haslemere Herald was in attendance.

## **39/22 APOLOGIES FOR ABSENCE**

**RESOLVED:** Apologies are accepted from Cllrs Isherwood (unwell), Robini (prior engagement), Weldon (prior engagement, Ellis (unwell), Barton (medical appointment) and Hewett (family commitment). Cllr Lloyd was not in attendance and did not send apologies.

## **40/22 DISCLOSURE OF INTERESTS**

None.

## **41/22 DISPENSATIONS**

None.

## **42/22 QUESTIONS BY THE PUBLIC**

The Mayor has been asked about Haslemere's role in the Ukrainian situation on several occasions and spoke about how residents have recently raised £10,000 in the last two weeks alone (collected by The Rotary Club).

Cllr Dear highlighted that our role is to direct people to the main government 'Homes for Ukraine' webpage which has been shared on our social media accounts and can be found on our website.

Cllr Matthes questioned whether the Stakeholder group should be re-introduced to help with this further down the line.

## **43/22 REPRESENTATIONS BY EXTERNAL BODIES**

None.

## **44/22 MINUTES OF LAST MEETING**

**RESOLVED:** That the minutes of the meeting held 20<sup>th</sup> January 2022 and any recommendations therein be adopted. The minutes were signed by the Mayor as a true record.

## **45/22 MAYORS UPDATE**

The Mayor's Update had been distributed to the Council prior to the meeting and was noted.

## **46/22 CLERKS UPDATE**

The Clerk's Report had been distributed to the Council prior to the meeting and was noted. Cllr Nicholson commented on the quality of the report and approved of the images that were included within it. Cllr Whitby asked if the report could be put onto the website to make it more accessible to the public, the Clerk to consider how this can be done.

#### **47/22 FINANCIAL MATTERS**

**RESOLVED:** That the schedule of payments as detailed in the Cashbook printouts for months 10 & 11 and any variances in the Council's accounts are approved.

**RESOLVED:** That the virements, overspends and any other recommendation in the paper at Appendix 6 are agreed.

#### **48/22 LION GREEN TOILETS**

The Council previously approved in principle the installation of public toilets at Lion Green financed partly from CiL and from a PWLB loan. A proposed specification at appendix 6 is submitted for approval to take the project forward.

Cllr Round question why there are no architect drawings included in the specification, Cllr Dear stated that this would only extend the process and that the contractor will supply their own drawings within the tender.

Cllr Matthes would like to see a water fountain included in the design.

**RESOLVED:** That the Council acknowledges the risks and considerations set out in appendix 6 and agrees to continue with the project, as set out in the appendix.

#### **49/22 COUNCIL INSURANCE**

The Town Council's insurance expires on the 1<sup>st</sup> April 2022, the Clerk has sought quotes from 3 insurance companies including Zurich (the Council's current supplier) which remains the most competitive.

**RESOLVED:** That the Clerk is instructed to renew the Council's insurance with Zurich for period of 3 years starting 1 April 2022, at a premium of £3214.80 per year.

19:20 Cllr Arrick joined the meeting

#### **50/22 STRATEGY REVIEW**

Haslemere Town Council's strategic plan 2019 -2023 (Appendix 8), sets out the strategic objectives, associated actions, and budgetary implications until the next Council elections. It is recommended that the strategy working party is reconvened.

**RESOLVED:** Cllrs Round, Dullaway, Matthes, Whitby & Davidson are to form the strategy working party to review the Council's adopted strategy document and to report to next Council meeting.

#### **51/22 LOFT INSULATION**

In January 2022 the Town Hall had an energy performance Certificate (EPC) inspection carried out and it highlighted that to improve energy efficiency the loft should be insulated. 4 quotes have been sought.

**RESOLVED:** That the quote from BAU UK Ltd for £1120.00 is accepted and the Clerk to authorised to instruct the work to go ahead, to be funded from the surplus budget from solar panel installation.

#### **52/22 ENERGY CONTRACT**

Council has been approached by our usual broker as our contracts at the Public Toilets and Town Hall finish later this year, quotes have been sought and we can secure now for implementation when our contracts expire.

**RESOLVED:** That the Clerk is authorised to enter into a two-year fixed deal with Opus (100% renewable energy) on all Council's electric contracts.

### **53/22 MINUTES OF COMMITTEE MEETINGS**

The Clerk went through the process of agreeing minutes, it is very important the Council understands and votes accordingly.

#### **Committees with delegated decision making:**

**RESOLVED:** That the minutes of the following meetings, where committees hold delegated decision-making powers, are noted

- Planning 3<sup>rd</sup> February /3<sup>rd</sup> March
- Grants 14<sup>th</sup> March

#### **Committees with no delegated decision making:**

Please ensure that you have read all the minutes before approving them, taking special note of recommendations they main contain that you are agreeing to by approving the minutes.

**RESOLVED:** that the minutes of the following meetings and any recommendations therein be adopted.

- CBEC – 1<sup>st</sup> February
- Finance and Governance 7<sup>th</sup> February
- Infrastructure and CIL 3<sup>rd</sup> March

The Infrastructure and CIL committee has asked that the recommendation of a payment to Hindhead Playing Field Association of £5,000 towards improvements to their Pavilion is specifically brought to Council's attention.

**RESOLVED:** Council approves the payment

### **54/22 REVIEW OF PLANNING & HIGHWAYS TERMS OF REFERENCE**

The Planning & Highways Committee has reviewed its terms of reference and there are no changes.

**RESOLVED:** That the Planning & Highways Terms of Reference is adopted by Council for another 4 years.

### **55/22 AMENDMENT TO INFRASTRUCTURE & CIL TOR**

One change has been made to the Terms of Reference, with an associated change to the Financial Regulations (both highlighted yellow on the attached document).

**RESOLVED:** That the revised Terms of Reference at Appendix 18 are adopted with the associated amendment to be made in the Financial Regulations.

### **56/22 REPORTS FROM REPRESENTATIVES**

Council to note the document at Appendix 19. The Clerk is currently reviewing Council representatives' roles and will be contacting each one to shortly to discuss.

Cllr Round understands that the Haslemere Health group has folded.

### **39/22 STAFFING MATTERS – EXCLUSION OF THE PUBLIC**

Daniel Gee (Haslemere Herald) left the meeting.

Cllr Odell reported that reviews of Contracts, Job Descriptions and Staff Appraisals have been carried out;

The Mayor's Secretary and Office Administrator's title has been changed to Support Services officer.

#### **RESOLVED:**

The Town Clerk is awarded 2 pay points to point 46 on the National Salary Award Scheme.

A large, stylized handwritten signature in black ink, located in the bottom right corner of the page. The signature is cursive and appears to be the name of the Town Clerk.

The Deputy Clerk is awarded 1 pay points to point 30 in the National salary Award Scheme  
Support Services Officer is awarded 3 pay points to point 14 in the National Salary Award Scheme.

There is a possibility that these awards will cause staffing costs for 2022-2023 to go over the budget agreed at Full Council in January, where this is the case, they are to be funded from £1000 underspend in staffing from this year and £3950 from the discontinued Pocket park project held in Council reserves.

Meeting ended 19:40

Signed   
Chairman of Meeting

Date 24/3/2022