



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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13th May 2022

To all Members of Council

Mayor	Cllr S. Dear
Deputy Mayor	Cllr J. Keen
Councillors	Arrick, Barton, Cole, Davidson, Dullaway, Ellis, Hewett, Lloyd, Matthes, Nicholson, Odell, Robini, Round, Weldon, Whitby

I give notice that the annual meeting of Full Council will be held on Thursday 19th May 2022 at 7pm. in the Council Chamber, Town Hall, High St, Haslemere, GU27 2HG and you are hereby summoned to attend such meeting.

Yours sincerely,

LISA O'SULLIVAN
Town Clerk, Haslemere Town Council

AGENDA

1. ELECTION OF TOWN MAYOR FOR 2022-23

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 2022-23

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 interest in relation to any items included on the agenda for this meeting, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011.

6. MINUTES OF THE LAST MEETING

To confirm and sign the Minutes of the meeting held on 24th March 2022.

RECOMMENDED: – That the minutes of the meeting held on 24th March 2022 are agreed and signed by the Chairman as a true record.

APPENDIX 1

7. FINANCIAL MATTERS

TO FOLLOW

The following documents will follow:

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.

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.

8. INTERNAL AUDIT 2021-22

APPENDICES 2 & 3

The end of year report from the council's Internal Auditor is attached as well as Internal Audit report for year ended March 2022 as required by the external auditor.

The Auditor makes two minor recommendations. There is one action – to update the transparency document on the Council's website. The other action to update the Council's accounts to reflect the 2-year investment with United Trust bank as a long-term investment has been completed.

RECOMMENDED:

1. The Town Clerk reviews the Council's website to ensure Transparency Code information is up to date.
2. The Internal Auditor's Annual Internal Audit report, which does not highlight any issues, is noted.

9. EXTERNAL AUDIT- GOVERNANCE STATEMENT

APPENDIX 4

Council must consider and approve the annual governance statement at Appendix 4 for submission with the Annual Governance and Accountability Return (AGAR).

RECOMMENDED That the Annual governance statement for year ended 31st March 2022 is approved.

10. EXTERNAL AUDIT- ACCOUNTING STATEMENTS

APPENDIX 5

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

RECOMMENDED That the accounting statements for year ended 31st March 2022 are approved.

11. MINUTES OF COMMITTEE MEETINGS

To receive the minutes of Committee meetings held since last full Council.

Committees with delegated decision making:

RECOMMENDED: that the minutes of the following meetings, where committees hold delegated decision-making powers, are noted.

Planning 31st March / 28th

APPENDICES 6 & 7

Committees with no delegated decision making:

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

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

Amenities 7th April

APPENDIX 8

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

12. MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES

APPENDIX 9

Town Clerk to report as she has recently contacted all organisation who have external representatives for feedback.

Council to elect a new representative to sit on the Community Rail Partnership. The Clerk has previously circulated an email stating what it required.

RECOMMENDED: that the councillor elected to represent the Council on the Community Rail Partnership is added to the current list of representatives to external bodies (attached), the other representatives remain 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. Individual committees (except Staffing) will manage any changes to their membership during the civic year.

** End of Agenda **