



# HASLEMERE TOWN COUNCIL

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11<sup>th</sup> January 2019

To all Members of Council

<b>Mayor</b>	Cllr D Round
<b>Deputy Mayor</b>	Cllr P Blades
<b>Councillors</b>	Abeyesundara, Arrick, Barton, Bradley, Carter, Dear, Edwards, Hall, Hewett, Hill, Isherwood, King, Odell, Peel, Piper, Rodgers

I hereby give notice that a meeting of Full Council will be held on Thursday 17<sup>th</sup> January 2019 at 7pm. in the Town Hall, High Street, 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.

Yours sincerely,

LISA O'SULLIVAN  
Town Clerk

Before the meeting prayers will be led by Rev. Mary Bowden, Rector of Haslemere.

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive apologies from Members.

### **2. 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.

### **3. 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.

#### **4. 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.

#### **5. REPRESENTATIONS BY EXTERNAL BODIES**

After questions by the public external bodies may, by prior agreement with the Town Clerk, make short representations to Council.

#### **6. MINUTES OF THE LAST MEETING**

#### **APPENDIX 1**

To confirm and sign the Minutes of the meeting held on 22<sup>nd</sup> November 2018.

**RECOMMENDED:** – that the minutes of the meeting held on 22<sup>nd</sup> November 2018 and any recommendations therein be adopted.

#### **7. COMMUNICATIONS FROM TOWN MAYOR**

Please see attached report.

#### **8. COMMUNICATIONS FROM TOWN CLERK**

Town Clerk to give a brief update as necessary.

#### **9. FINANCIAL MATTERS**

#### **APPENDIX 2**

A summary of the Council's finances as at 31st December 2018 is attached.

The following documents will be circulated:

Balance sheet as at last day of previous month.

Cashbook Payments for months 8&9. 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 8 payments totalling - £40,117.95

Month 8 receipts totalling - £2,406.30

Month 9 payments totalling - £30,709.33

Month 9 receipts totalling - £2,319.80

##### **Cashbook 2 (deposit account)**

Month 8 payments totalling - £0

Month 8 receipts totalling - £0

Month 9 payments totalling - £0

Month 9 receipts totalling - £186.17

##### **Cashbook 9 (reserve account)**

Month 8 payments totalling - £0

Month 8 receipts totalling - £0

Month 9 payments totalling - £0

Month 9 receipts totalling - £0.02

Summary Income and Expenditure by Budget Heading for month 9. 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.

Cash and Investment reconciliation for month 9. This document shows that the Council's bank statements agree with its accounting system.

**RECOMMENDED:** That the schedule of payments as detailed in the Cashbook printouts for months 8&9 and any variances in the Council's accounts are approved.

## **10. INTERNAL AUDITOR'S INTERIM REPORT**

## **APPENDIX 3**

Attached is the interim Audit report for 2018-19. Recommendations as follows:

1. A reserves report is included in future budget planning.
2. F&A considers whether further accounts need to be opened with other providers to take full advantage of the Compensation Scheme (FSCS), which applies to parish and town councils, limits compensation to £85,000 in case of bank failure. It should be noted that the Auditor's report states that 'the Council continues to hold all cash with one financial institution, Unity Bank'. This is in fact not true, two accounts are held with Unity Trust Bank whilst the Council's reserve account is held with Unity Bank which, although it has a similar name is not the same institution.

**RECOMMENDED:** That the Internal Auditor's report is noted and recommendations therein are adopted by the Clerk as soon as possible.

## **11. HASLEMERE HOUNDS 2019**

## **APPENDIX 4**

Council to consider the proposal attached.

## **12. WBC GROUNDS MAINTENANCE CONTRACT**

## **APPENDIX 5**

At the last meeting of Council the Amenities Committee was asked to seek a lease of at least 100 years for the continuing maintenance of Grovers Gardens. Since WBC is seeking to re-tender its entire Grounds Maintenance contract in 2019 it has suggested the following in relation to all pockets of land HTC currently maintains:

1. Grovers Garden, Woodcock Green, Marchants Hill – 125 year lease, HTC to continue to maintain at its own cost.
2. Town Meadow, St Christopher's Green, Crown & Cushion junction / Weydown Road car park – 125 year lease with tapering funding agreement 100% funding 2019-20, with funding reducing to 75%, then 50%, 25% and finally 0%.

The Amenities committee recommendation is that 1) is agreed but that 2) is rejected. Given the long term implications for significant parcels of land in the Town should this recommendation be agreed, Council is asked to consider this recommendation and the attached Heads of Terms and make a decision regarding WBC's offer.

## **13. BUDGET 2019-20**

## **APPENDICES 6 & 7**

The Budget working party, chaired by Cllr Piper, has met and a final budget is attached, accompanied by a draft budget report.

**RECOMMENDED:** That the budget for 2019-20 showing a precept of £311,123 is agreed and that the Town Clerk is authorised to instruct Waverley Borough Council to raise this amount via the precept.

## **14. MEETINGS CALENDAR 2019-2020**

## **APPENDIX 8**

**RECOMMENDED:** That the calendar of meetings 2019-20 is agreed.

## **15. RISK ASSESSMENT**

## **APPENDIX 9**

Each year the council is required to its risk management arrangements.

**RECOMMENDED:** That the Risk assessment at Appendix 9 is approved.

## **16. ASSET REGISTER**

## **APPENDIX 10**

Each year the council is required to review its asset register.

**RECOMMENDED:** That the Asset register at Appendix 10 is approved.

## **17. MINUTES OF COMMITTEE MEETINGS**

## **APPENDIX 11**

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

- Planning & Highways Committee 6<sup>th</sup> December / 3<sup>rd</sup> January
- Amenities Committee 13<sup>th</sup> December
- Grants Committee 10<sup>th</sup> January (attached)

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

**18. REPORTS FROM TWIN-HATTED MEMBERS**

No reports received as Agenda is published.

**19. REPORTS FROM REPRESENTATIVES**

Cllr Odell to give an update on the Neighbourhood Plan.

\*\* End of Agenda \*\*