



# HASLEMERE TOWN COUNCIL

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

13<sup>TH</sup> January 2023

To all Members of Council

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

I give notice that a meeting of Full Council will be held on Thursday 19<sup>th</sup> January 2023 at 7pm in the Town Hall, High St, Haslemere, GU27 2HG, 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,

Mrs Lisa O'Sullivan  
Town Clerk

## AGENDA

### **1. 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.

### **2. METHOD OF TRANSPORT TO MEETING**

### **APPENDIX 1**

Members to state if their mode of travel to the meeting differs from the usual method shown in the attached document.

### **3. 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.

### **4. REPRESENTATIONS BY THE PUBLIC**

Any resident of the area covered by the Town Council and present at the meeting may make a statement, ask a question or present a petition relating to the business of the Town Council. No more than one member of the public shall be permitted to speak for or against any one subject. Four minutes maximum per person. Maximum 15 minutes in total allowed for this item.

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

To be agreed in advance with the Clerk. None expected.

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

## **APPENDIX 2**

To approve the Minutes of the Full Council meeting held on 17<sup>th</sup> November 2022.

**RECOMMENDED:** – that the minutes of the meeting held on 17<sup>th</sup> November 2022 and any recommendations therein be adopted.

## **7. MAYOR'S UPDATE**

To receive an update from the Mayor

## **8. CLERK'S UPDATE**

## **APPENDIX 3**

To note the update from the Town Clerk

## **9. FINANCIAL MATTERS**

## **APPENDIX 4**

The following documents are attached:

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

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 - £27,462.17	Month 9 payments totalling - £123,159.97
Month 8 receipts totalling - £18,196.50	Month 9 receipts totalling - -£1,689.42

### **Cashbook 2 (current account)**

Month 8 payments totalling - £0	Month 9 payments totalling - £0
Month 8 receipts totalling - £0	Month 9 receipts totalling - -£262.82

### **Cashbooks 9, 10, 11 & 13**

No receipts or payments in months 8&9

### **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.

### **Virements:**

£500 vired from the Amenities fund budget (4035/103) to the bin emptying budget (4037/103) for ease of administration.

£298 vired from the Insurance budget (4015/101) to the Stationery budget (4022/101) to cover overspend.

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

## **10. REPORT FROM INTERNAL AUDITOR**

## **APPENDIX 5**

Please see the report from the Council's Internal Auditor at Appendix 5.

He has asked the Council to develop an investment strategy, to be reviewed on a regular basis.

**RECOMMENDED:** That the Internal Auditor's report is noted. The Finance and Governance committee is instructed to develop an investment strategy to be in place before the end of the Council term.

## **11. BUDGET 2022-23**

## **APPENDICES 6&7**

See Budget sheet and report attached. Cllr Dullaway to report.

**RECOMMENDED:** That the budget at Appendix 6 showing a precept figure of £409,615 is adopted.

## **12. RISK ASSESSMENT**

## **APPENDIX 8**

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

**RECOMMENDED:** That the Risk Assessment at Appendix 8 is approved.

### **13. ASSET REGISTER**

**APPENDIX 9**

Each year the council is required to review its Asset Register.

**RECOMMENDED:** That the Asset Register at Appendix 9 is approved.

### **14. TOWN HALL ROOF / TOWN MEADOW DRAINAGE**

**APPENDICES 10 & 11**

Please see Appendices 10 & 11. There is work required to repair the bell tower on the Town Hall which needs to be completed as soon as possible. A tender for the work was run for us by the structural engineers who did the initial survey. There is currently no budget for this work. Please see Appendices 10 (tender analysis) and 11 (Town Meadow report).

**RECOMMENDED:**

- I. That the Town Meadow drainage project is cancelled and the remaining budget (approx. £8.5k) put towards repairs to the Town Hall bell tower.
- II. That Paul McBride building contractors are awarded the work (£15k) with £8.5k from Town Meadow project and the remainder from the unspent Project Reserve in the current year's budget (£7.5k).

### **15. PHONE BOX ADOPTION**

**APPENDIX 12**

Cllr Arrick has asked for this item to be added to the Agenda with a recommendation to adopt the phone box at Woodcock Green, Beacon Hill. It is intended that a local committee is formed to come up with a plan for the refurbishment and ongoing maintenance of the box. Photo of the current state of the box is at Appendix 12.

**RECOMMENDED:** That the town council will adopt the phone box at Woodcock Green with the proviso that a local Beacon Hill committee will be established to undertake regular maintenance and ensure appropriate community usage for either book exchange or something similar.

### **16. MEETINGS CALENDAR 2023-24**

**APPENDIX 13**

**RECOMMENDED:** That the Meetings Calendar at Appendix 13 is agreed.

### **17. STAFFING COMMITTEE TERMS OF REFERENCE**

**APPENDIX 14**

The Staffing Committee Terms of Reference have been amended to reflect the Clerk's delegation schedule.

**RECOMMENDED:** That the Staffing Committee Terms of Reference at Appendix 14 are adopted.

### **18. MINUTES OF COMMITTEE MEETINGS**

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

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

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

- Planning 8<sup>th</sup> December 2022, 5<sup>th</sup> January 2023
- Grants – no meeting was held but £495 was awarded to Love Haslemere Hate Waste under delegated powers.

**APPENDICES 15 & 16**

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

Please read all the minutes before approving them, they may contain recommendations that you are agreeing to by approving the minutes.

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

- Amenities 1<sup>st</sup> December
- CBEC 13<sup>th</sup> December

**APPENDIX 17**

**APPENDIX 18**

### **19. REPORTS FROM REPRESENTATIVES**

**APPENDIX 19**

Council to note the document at Appendix 19.

**\*\* End of Agenda \*\***