



# HASLEMERE TOWN COUNCIL

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23rd September 2022

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 29th September 2022 at 7pm, 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**

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

### **APPENDIX 1**

### **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 for permitted for 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**

**APPENDIX 2**

Dr Philippa Guest will make a short presentation regarding Phase Two of Haslemere Vision's biodiversity project and the request for Councillor representation on that project.

HOPPA – Richard Davies, General Manager at Hoppa will be in attendance in case Council has questions regarding their application to increase the annual level of revenue grant funding. See item 13

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

**APPENDIX 3**

To approve the Minutes of the meeting held on 21<sup>st</sup> July 2022.

**RECOMMENDED:** – that the minutes of the meeting held on 21<sup>st</sup> July 2022 and any recommendations therein be adopted.

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

**TO FOLLOW**

To note the update from the Mayor

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

**APPENDIX 4**

To note the update from the Town Clerk.

## **9. CONCLUSION OF EXTERNAL AUDIT 2021-22**

**APPENDIX 5**

Once again, the Council's accounts have been scrutinised by the nominated External Auditor who found no matters requiring attention.

**RECOMMENDED:** Council notes sections 1-3 of the Annual Return (attached) and agrees no further action to be taken in relation to 2021-22 audit of accounts.

## **10. FINANCIAL MATTERS**

**APPENDIX 6**

The following documents are attached:

Cash and Investment reconciliation for month 5. This document shows that the Council's bank statements agree with its accounting system.

Cashbook Payments for months 4&5 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 4 payments totalling - £31,558.13

Month 4 receipts totalling - £25,008.87

Month 5 payments totalling - £34,566.44

Month 5 receipts totalling - -£13,124.24

### **Cashbook 11 (current account)**

Month 4 payments totalling - £0

Month 4 receipts totalling - £30.69

Month 5 payments totalling - £0

Month 5 receipts totalling - -£0

### **Cashbooks 2, 9, 10 & 13**

No receipts or payments in months 4 & 5

Summary Income and Expenditure by Budget Heading for month 5 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.

Councillors should contact the Clerk in advance of the meeting if there are any queries relating to these documents.

**RECOMMENDED:** That the schedule of payments as detailed in the Cashbook printouts for months 4&5 and any variances in the Council's accounts are approved.

#### **11. 2023-24 BUDGET WORKING PARTY**

In line with the adopted budget process, Council to agree membership of the Budget Working Party who will present the final budget to Council in January.

**RECOMMENDED:** That a Budget working party consisting of interested councillors, Chaired by Cllr Dullaway, (suggest max 5) and the Town Clerk is formed to put together the draft budget for consideration at November council and sign off at January council.

#### **12. ITEMS FOR INCLUSION IN BUDGET 2023-24**

Council to consider the following applications:

Town Meadow Play Equipment

**APPENDIX 7**

Haslemere Community Station

**TO FOLLOW**

Please note that a request from Cllr Ellis for Haslemere Nature Writing Festival is being re-worked and will be presented to November Council.

#### **13. REVENUE GRANTS 2023-24**

**APPENDICES 8&9**

Council to consider the following requests for revenue funding for the coming financial year.

**RECOMMENDED:**

- i. That the HOPPA is awarded a revenue grant of £7,500 for the financial year 2023-24
- ii. That A Place to be Youth Club is awarded a revenue grant of £6,000 for the financial year 2023-24. Awaiting application form & may ask for more money.

#### **14. 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 18<sup>th</sup> August

**APPENDIX 10**

##### 2. 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.

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

- Amenities 11<sup>th</sup> August

**APPENDIX 11**

The Amenities Committee has approved the following recommendations in relation to the Grounds Maintenance tenders :

- Commercial Grounds Care is awarded the contract for LG1.
- Continental Landscapes is awarded the contract for GMG2.
- Commercial Grounds Care is awarded the contract for GMG3.

The Amenities Committee has approved the following recommendations in relation to the cleaning tenders for the public toilets and Town Hall

- CleanKing is awarded contracts for Haslemere Public Toilets
- Excalibur is awarded the contract for Haslemere Town Hall

**15. LION GREEN FOOTBALL SURFACE**

**APPENDIX 12**

In July Council agreed to resurface the football pitch at Lion Green with synthetic material. This decision is not up for discussion, however the Clerk was asked to get quotes for the work, see recommendation in the attached document.

**RECOMMENDED: That the recommendation paper at Appendix 12 is agreed.**

**16. LION GREEN HIP HOP**

**APPENDIX 13**

In August the Amenities Committee considered the replacement of the HIP HOP hub but the Clerk was asked to make further investigations and request a discount off the original quote. Please see the attached document.

**RECOMMENDED:** The recommendation in Appendix 12 is agreed.

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