



# HASLEMERE TOWN COUNCIL

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12<sup>th</sup> May 2023

## To all Members of Council

<b>Mayor</b>	Cllr J Keen
<b>Deputy Mayor</b>	
<b>Councillors</b>	Arrick, Aslam, Banfield, Bayliss, Bridge, Carroll, Carter, Davidson, Leach, Matthes, Miller, Nicholson, Robini, Waters, Weatherburn, Weldon

I give notice that the annual meeting of Full Council will be held on Thursday 18th May 2023 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

## AGENDA

### **1. ELECTION OF TOWN MAYOR FOR 2023-24**

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 2023-24**

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. GENERAL POWER OF COMPETENCE**

Town Clerk to report.

**RECOMMENDED:** that the following motion be passed.

“That Haslemere Town Council wishes to adopt the General Power of Competence and confirms that it meets the two eligibility criteria for adoption of the Power of General Competence as set out in a statutory instrument known as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, namely that at least 2/3 Members of Council have been elected to office (not co-opted) and that the Council employs a ‘qualified Clerk’.

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

**APPENDIX 1**

**RECOMMENDED:** That the minutes of the meeting held 16<sup>th</sup> March 2023 are adopted as a true record.

## **8. FINANCIAL MATTERS**

**APPENDIX 2**

The following documents are attached:

Cash and Investment reconciliation for month 1 showing 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.

### **Cashbook 1 (current account)**

Month 12 payments totalling - £79,485.10	Month 1 payments totalling - £23,127.50
Month 12 receipts totalling - £5,024.25	Month 1 receipts totalling - £350,625.49

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

Month 12 payments totalling - £0	Month 1 payments totalling - £0
Month 12 receipts totalling - £381.80	Month 1 receipts totalling - £0

### **Cashbook 10 (deposit account)**

Month 12 payments totalling - £0	Month 1 payments totalling - £0
Month 12 receipts totalling - £483.98	Month 1 receipts totalling - £0

### **Cashbooks 9,11 &14**

No receipts or payments in months 12 & 1

### **Summary Income and Expenditure by Budget Heading for months 12 & 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 are approved.

## **9. INTERNAL AUDIT 2022-23**

**APPENDICES 3 & 4**

Clerk to report. The end of year report from the council's Internal Auditor is attached as well as the annual Internal Audit report for year ended March 2023, which is required by the external auditor.

**RECOMMENDED:** that the contents of the end of year Internal Audit report for 2022-23 and annual Internal Audit report for the same period are noted. There are no recommendations by the Internal Auditor which require action.

## **10. EXTERNAL AUDIT REQUIREMENTS**

**APPENDICES 5 & 6**

The statutory deadline for return of the annual governance and accountability (AGAR) form to the external auditor is the 3<sup>rd</sup> July 2023.

I. Council must consider and approve the annual governance statement at Appendix 5.

**RECOMMENDED** That the annual governance statement for year ended 31st March 2023 is approved.

II. Council must consider and approve the accounting statements at Appendix 6.

**RECOMMENDED** That the annual accounting statements for year ended 31st March 2023 are approved.

## **11. BANK SIGNATORIES**

Town Clerk to report.

**RECOMMENDED:** That the Town Council's accounts are updated to reflect the following changes: remove Simon Dear, Melanie Odell, David Dullaway, David Round and replace with four councillors from those elected for the current term.

## **12. HASLEMERE PUBLIC SERVICES LIMITED**

Town Clerk to report.

**RECOMMENDED:** That Simon Dear and Melanie Odell are removed as directors of Haslemere Public Services Ltd and replaced with two councillors from those elected for the current term.

## **13. MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES**

**APPENDIX 7**

**RECOMMENDED:** That the schedule of membership of committees and external bodies as attached at Appendix 7, with any amendments agreed at the meeting, is approved.

## **14. MINUTES OF COMMITTEE MEETINGS**

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

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

- Planning and Highways 30th March, 27th April 2023
- Staffing 19th April 2023

**APPENDICES 8 & 9**

**APPENDIX 10**

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

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

**APPENDICES 11, 12 & 13**

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

- Amenities 13<sup>th</sup> April 2023
- Finance and Governance 17<sup>th</sup> April 2023
- Infrastructure and CiL 13<sup>th</sup> April 2023

**RECOMMENDED:** that the minutes of the meetings where committees do not hold delegating decision making powers and any recommendations therein be adopted.

## **15. STRATEGY WORKING PARTY**

**APPENDIX 14**

At the start of a new Council term it is usual for the Council to agree its strategy for the next four years. The previous Council Strategy is attached for information.

**RECOMMENDED:** That a working party be established with the intention of bringing a draft Strategy back to Full July Council.

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