



# HASLEMERE TOWN COUNCIL

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12<sup>TH</sup> January 2024

To all Members of Council

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

I give notice that a meeting of Full Council will be held on Thursday 18<sup>th</sup> January 2024 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. 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.

### **3. 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.

### **4. REPRESENTATIONS BY EXTERNAL BODIES**

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

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

### **APPENDIX 1**

To approve the Minutes of the Full Council meeting held on 16<sup>th</sup> November 2023.

**RECOMMENDED:** – that the minutes of the meeting held on 16<sup>th</sup> November 2023 and any recommendations therein be adopted.

## 6. MAYOR'S UPDATE

APPENDIX 2

To receive an update from the Mayor

## 7. CLERK'S UPDATE

APPENDIX 3

To note the update from the Town Clerk

## 8. 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 - £144,336.60	Month 9 payments totalling - £39,280.15
Month 8 receipts totalling - £129,043.83	Month 9 receipts totalling - £43,526.27

### **Cashbook 15 (CCLA deposit account)**

Month 8 payments totalling - £0	Month 9 payments totalling - £40,000
Month 8 receipts totalling - £100,000	Month 9 receipts totalling - £0

### **Cashbooks 9, 10, 12, 13, 14**

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.

Overspends and Virements: none not already reported.

**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 overspends and virements are approved.

## 9. BUDGET 2024-25

APPENDICES 5 & 6

Please see attached the final draft budget and report for 2024-25.

**RECOMMENDED:** That the 2024-25 budget at Appendix 5, with a precept figure of £438,540 is adopted.

## 10. RISK ASSESSMENT

APPENDIX 7

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

**RECOMMENDED:** That the Risk Assessment at Appendix 7 is approved.

## 11. ASSET REGISTER

APPENDIX 8

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

**RECOMMENDED:** That the Asset Register at Appendix 8 is approved.

## 12. 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 7<sup>th</sup> December 2023, 4<sup>th</sup> January 2024
- Grants – no meeting was held but £50 was awarded to Haslemere Volunteer awards under delegated powers.

APPENDICES 9 & 10

## 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 30<sup>th</sup> November 2023 **APPENDIX 11**
- Infrastructure and CiL 30<sup>th</sup> November 2023 **APPENDIX 12**

## 13. **BH WORKING PARTY** **APPENDIX 13**

In November 2023 the Council set up a working party to look at possible alternatives for a community hub in Beacon Hill. See attached report.

**RECOMMENDED:** That the report from the Beacon Hill working party at Appendix 13 and recommendation therein is approved.

## 14. **FINANCE AND GOVERNANCE COMMITTEE TERMS OF REFERENCE** **APPENDIX 14**

In accordance with the council's governance document review schedule, the Finance and Governance Terms of Reference have been amended by that committee.

**RECOMMENDED:** That the Finance and Governance committee terms of reference, attached, are adopted.

## 15. **REVENUE GRANTS REVIEW** **APPENDICES 15 & 16**

The Finance and Governance committee has been undertaking a review of the Revenue Grants process, as instructed by Council. Attached is the suggested process and draft agreement form. Councillors should note that the form will be subject to legal review before implementation.

**RECOMMENDED:** That the Revenue Grants process and form attached are adopted, subject to review by the council's solicitor. The Chair of F&G and Clerk are authorised to make minor amendments based on the legal advice obtained.

## 16. **MEETINGS CALENDAR 2024-25** **APPENDIX 17**

**RECOMMENDED:** That the Meetings Calendar at Appendix 17 is agreed. Councillors are asked to put these dates into their diaries ASAP.

## 17. **COUNCILLOR EXPENSES POLICY** **APPENDIX 18**

After discussions at September Full Council regarding the adoption of councillor allowances, the Clerk has drafted an expenses policy with the intention of clarifying to councillors what they are able to claim. The new claim form will be available on the Members' area of the website.

**RECOMMENDED:** That the Councillor Expenses policy attached is adopted.

## 18. **IT TENDER**

The council periodically needs to review its IT support contract. This review is now due.

**RECOMMENDED:** That the Finance and Governance committee undertakes an IT support tender, in accordance with the Council's adopted process, and is authorised to award the IT support contract for the next 4 years.

## 19. **LION GREEN SWING REMEDIAL WORK** **APPENDIX 19**

**RECOMMENDED:** That the recommendation in the attached report, to accept the lowest quote and pay for the work from CiL is approved.

## 20. **COMMUNITY INFRASTRUCTURE LEVY UPDATE** **APPENDIX 20**

Council to note the update at Appendix 20.

## 21. **REPORTS FROM REPRESENTATIVES** **APPENDIX 21**

Please see the report from Cllr Miller attached

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