



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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10th November 2023

To all Members of Council

Mayor	Cllr Jerome Davidson
Deputy Mayor	Cllr Claire Matthes
Councillors	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 16th November 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. 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. MINUTES OF THE LAST MEETING

APPENDIX 1

RECOMMENDED: That the minutes of the meeting held 21st September 2023 are adopted as a true record.

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. MAYOR'S UPDATE

APPENDIX 2

To note the update from the Mayor

6. CLERK'S UPDATE

APPENDIX 3

To note the update from the Town Clerk

7. FINANCIAL MATTERS

APPENDIX 4

The following documents are attached:

Cash and Investment reconciliation for month 7 showing that the Council's bank statements agree with its accounting system.

Cashbook Payments for months 6&7. These list all the payments and receipts to and from the Council's bank accounts since the last meeting.

Cashbook 1 (current account)

Month 6 payments totalling £26,122.12	Month 7 payments totalling £279,629.35
Month 6 receipts totalling -£814.36	Month 7 receipts totalling £293,863.45

Cashbook 2 (Unity Trust deposit account)

Month 6 payments totalling £0	Month 7 payments totalling £82,752.90
Month 6 receipts totalling £558.25	Month 7 receipts totalling £0

Cashbook 10 (Nationwide deposit account)

Month 6 payments totalling £0	Month 7 payments totalling £0
Month 6 receipts totalling £0	Month 7 receipts totalling £41,000

Cashbook 15 (CCLA deposit account)

Month 6 payments totalling £0	Month 7 payments totalling £0
Month 6 receipts totalling £0	Month 7 receipts totalling £107,752.00

Cashbooks 7, 9, 12, 14

No receipts or payments in months 6&7

Summary Income and Expenditure by Budget Heading for month 7

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 6&7 are approved. Summary Income and Expenditure is noted.

8. CONCLUSION OF EXTERNAL AUDIT 2022-23

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 2022-23 external audit of accounts.

9. INTERIM INTERNAL AUDIT 2023-24

APPENDIX 6

The Council has undergone an interim internal audit by Mulberry & Co. Whilst no significant issues were raised, the IA has suggested that the Council considers whether its fidelity insurance (currently £500,000) is enough to cover the funds that it holds.

RECOMMENDED: That the Town Clerk, in consultation with the Chair of Finance and Governance is delegated to make a decision regarding any increase before the Council's insurance is renewed in April 2024.

10. 2024-25 BUDGET

APPENDICES 7&8

The Budget working party has met and put together a first draft budget for consideration by Council, attached. Cllr Waters to report. A3 printed versions of the attached document can be provided, please contact the Clerk.

RECOMMENDED:

- i. That Council considers any changes to the draft budget proposed at the meeting and agrees any amendments. The Budget working party will then produce a final budget and Budget report to be brought to January Council for adoption.
- ii. That the proposed drainage work to Town Meadow will be paid for from CiL, Amenities committee is delegated to make the decision to approve a contractor once all quotes have been received.

11. SCOTLAND PARK ALLOTMENTS

APPENDIX 9

To note the attached appendix and consider the following recommendation.

RECOMMENDED: Subject to the award of planning consent on WA/2022/01887 (Scotland Park phase 2) the Council formally approves the taking on of the allotment site. Clerk and Chairman of Amenities to agree a draft heads of terms with the developer.

12. COMMUNITY INFRASTRUCTURE LEVY UPDATE

APPENDIX 10

To note the CIL finance schedule as at 15th September 2023, this is provided for information purposes.

13. MINUTES OF COMMITTEE MEETINGS

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

1. Committees with delegated decision making:

Planning 12th October (9 November to follow)

APPENDIX 11

Grants 6th November

APPENDIX 12

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

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.

Amenities 5 October 2023

APPENDIX 13

Infrastructure and CiL 5 October 2023

APPENDIX 14

**Please note the recommendations from the Amenities committee to pay for the new zip wire runway (see minute 38/23) and bench on Grayswood Road (see minute 41/23) out of CIL funds

CBEC 26th September

APPENDIX 15

F&G 10th October

APPENDIX 16

14. LONE WORKER POLICY

APPENDIX 17

The attached policy has been produced at the request of the Finance and Governance committee and the council currently has no such policy.

RECOMMENDED: That the Lone Worker Policy at Appendix 17 is adopted.

**** End of Agenda ****