



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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10th May 2024

To all Members of Council

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

I give notice that the annual meeting of Full Council will be held on Thursday 16th May 2024 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 2024-25

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 2024-25

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. MINUTES OF THE LAST MEETING

RECOMMENDED: That the minutes of the meeting held 14th March 2024 are adopted as a true record.

APPENDIX 1

7. FINANCIAL MATTERS

The following documents are attached:

APPENDIX 2

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 £71,062.25	Month 12 receipts totalling £86,495.70
Month 1 payments totalling £548,647.40	Month 1 receipts totalling £641,485.18

Cashbook 10 (Nationwide)

Month 12 payments totalling £0	Month 12 receipts totalling £2099.29
Month 1 payments totalling £0	Month 1 receipts totalling £0

Cashbook 15 (CCLA)

Month 12 payments totalling £85,000	Month 12 receipts totalling £0
Month 1 payments totalling £0	Month 1 receipts totalling £520,000

Cashbooks 9 & 12

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.

8. INTERNAL AUDIT 2023-24

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 2024, which is required by the external auditor.

RECOMMENDED: that the contents of the end of year Internal Audit report for 2023-24 and annual Internal Audit report for the same period are noted. There are no recommendations by the Internal Auditor which require action.

9. 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 1st July 2024.

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

RECOMMENDED That the annual governance statement for year ended 31st March 2024 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 2024 are approved.

10. MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES

APPENDIX 7

All remains the same as the previous year except that there is now a vacancy on Planning and a new representative is required for SALC (Surrey Association on Local Councils).

RECOMMENDED:

- I. That the schedule of membership of committees and external bodies as attached at Appendix 7, is agreed.
- II. The Chair of Planning and Highways will deal with the vacancy which has arisen due to Cllr Aslam standing down.
- III. Council to agree the representative for SALC. This involves attending the AGM and voting on behalf of the council on local sector related issues.

11. 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 28th March, 25th April 2024
- Staffing 19th April 2023

APPENDICES 8 & 9

APPENDICES 10 & 11

RECOMMENDED: That the recommendation in the document at Appendix 11 (arising from staffing minute 5/24) is approved.

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

2. Committees with no delegated decision making:

APPENDICES 12 & 13

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

- Amenities 11th April 2024
- Infrastructure and CiL 11th April 2024

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

12. CROSSWAYS COUNSELLING

In April, Crossways Counselling contacted the Council to say that it was not long able to train a new youth worker, and to ask that the £4,500 awarded to them for that purpose be used instead to retrospectively fund training that finished in September 2023 (£1,600), plus two years of supervision and rental costs (£3,600). The Revenue Grants working party subsequently met to agree a recommendation for Council, which is below. The Clerk has shared the recommendation with Crossways who are grateful that Council will consider these actions.

RECOMMENDED: That Crossways Counselling is awarded £1,800 towards supervision and rental costs for the 2024-25 financial year. They should apply for the costs for 2025-26 as part of the next revenue grants application cycle.

That the retrospective training for last year is not paid as the council does not award grants retrospectively.

Crossways Counselling may apply for the balance of the initial revenue grant award of £4,500 minus the £1,800 revised award (£2,700) should circumstances change again within the 2024-25 financial year which means that they are able to bring a new youth counsellor.

13. VIDEO CONFERENCING SYSTEM

APPENDIX 14

Town Clerk to report. The Council has been looking for a system whereby hybrid meetings can be held and members of the public are able to view council meetings online. At a recent meeting at Farnham Town Council an Owl system was demonstrated and Haslemere Town Council subsequently had one on loan and a trial meeting was run including officers and councillors. The system is straight out of the box 'plug and play' and fulfils the council's requirements. The Town Clerk has tried to find another suitable solution, using local suppliers, but two further quotes were in excess of £4,000.

RECOMMENDED: That an Owl system is purchased from Cloudy IT at a cost of £1175.17.

14. NEIGHBOURHOOD PLAN

APPENDIX 15

Council to consider the report and recommendation.

RECOMMENDED: That the recommendation in the attached appendix 15 is agreed.

15. CIL FINANCE SCHEDULE

APPENDIX 16

To note the attached finance schedule.

- 16. CIL /BIODIVERSITY AUDIT** **APPENDIX 17**
Council to consider the attached report and recommendation.
RECOMMENDED: That the recommendation in the attached Appendix 16 is agreed.
- 17. LION GREEN PUBLIC TOILETS PAVING** **APPENDIX 18**
Council to consider the attached report and recommendation.
RECOMMENDED: That the recommendation in the attached Appendix 17 is agreed.
- 18. REPORTS FROM REPRESENTATIVES** **APPENDIX 19**
Council to note the attached report. Reports from Cllrs Carroll and Robini will follow.

**** End of Agenda ****