



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)

9<sup>th</sup> May 2025

To all Members of Council

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

I give notice that a meeting of Full Council will be held on Thursday 15<sup>th</sup> May 2025 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,

Mrs Lisa O'Sullivan  
Town Clerk

## AGENDA

### **1. ELECTION OF TOWN MAYOR FOR 2025-26**

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 2025-26**

Council will elect the Deputy Mayor for the forthcoming year.

### **4. APOLOGIES FOR ABSENCE**

Council to decide whether to accept apologies for absence.

**RECOMMENDED:** That where Members give reasons they are approved.

### **5. DISCLOSURE OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011.

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

### **APPENDICES 1&2**

- I. **RECOMMENDED:** That the minutes of the meeting held 13<sup>th</sup> March 2025 are adopted as a true record.
- II. **RECOMMENDED:** That the minutes of the extraordinary council meeting held 1<sup>st</sup> May 2025 are adopted as a true record.

### **7. 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. Four minutes maximum per person. Maximum 15 minutes in total allowed for this item.

## 8. **FINANCIAL MATTERS**

## APPENDIX 3

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 the payments and receipts to and from the Council's bank accounts since the last meeting.

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

Month 12 payments totalling £88,542.83	Month 12 receipts totalling £62,293.09
Month 1 payments totalling £180,335.72	Month 1 receipts totalling £483,727.48

### **Cashbook 10 (Nationwide)**

Month 12 payments totalling £0	Month 12 receipts totalling £3,238.40
Month 1 payments totalling £0	Month 1 receipts totalling £0

### **Cashbook 15 (CCLA)**

Month 12 payments totalling £50,000	Month 12 receipts totalling £0
Month 1 payments totalling £230,000	Month 1 receipts totalling £150,000

### **Cashbook 16 (Lloyds - SANG)**

Month 12 payments totalling £0	Month 12 receipts totalling £221.39
Month 1 payments totalling £0	Month 1 receipts totalling £237.38

### **Cashbook 17 (PWL B)**

Month 12 payments totalling £0	Month 12 receipts totalling £1,826.90
Month 1 payments totalling £0	Month 1 receipts totalling £237.38

No other cashbook transactions reported 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.

### Year end amendments, report form Clerk

## APPENDIX 4

Council to note the attached report.

### **RECOMMENDED:**

- I. That the schedule of payments as detailed in the Cashbook printouts for months 12 & 1 and any variances in the Council's accounts and any reported overspends and virements are approved.
- II. That the report from the Clerk relating to year end adjustments is noted.

## 9. **INTERNAL AUDIT 2024-25**

## APPENDICES 5&6

Clerk to report. The final 2024-25 report by the council's Internal Auditor is attached as well as the Annual Internal Audit report for year ended March 2025 as required by the external auditor.

**RECOMMENDED:** that the contents of the end of the 2024-25 Internal Audit report and annual Internal Audit report for the same period are noted. There are no recommendations by the Internal Auditor which require action.

## **10. ANNUAL GOVERNANCE STATEMENT**

**APPENDIX 7**

The statutory deadline for return of the annual governance and accountability (AGAR) form to the external auditor is the 1st July 2025. Council must consider and, if agreed, approve the annual governance statement.

**RECOMMENDED** That the annual governance statement for year ended 31st March 2025, as attached, is approved.

## **11. ANNUAL ACCOUNTING STATEMENTS**

**APPENDIX 8**

Council must consider and, if agreed, approve the accounting statements as attached.

**RECOMMENDED** That the annual accounting statements for year ended 31st March 2025, as attached, are approved.

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

**APPENDIX 9**

The Council must review its committee membership and appointments to external bodies annually. There is a vacancy on the Staffing committee which needs to be filled.

**RECOMMENDED:**

- I. Council elects a new member of the Staffing Committee.
- II. That the schedule of membership of committees and external bodies as attached at Appendix 9, is agreed.
- III. That the Budget working party is set up, consisting of the Mayor, Chairs of F&G and Amenities and CiL, Town Clerk and Cllrs Nicholson and Davidson.

## **13. 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 – 3 April, 1 May
- Staffing – 15<sup>th</sup> April

**APPENDICES 10 & 11**

**APPENDIX 12**

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

### **2. COMMITTEES WITH NO OR LIMITED DELEGATED DECISION MAKING:**

Please read all the minutes before approving them as they may contain recommendations needs Full Council consideration.

- Amenities and CIL committee 8th May

**APPENDIX 13**

**\*\*Note the recommendation for £20k CIL money to be used to support improvements to Haslemere Hall's Annex\*\***

## **14. REVIEW OF COUNCIL SUBSCRIPTIONS**

The Council must review its and / or staff paid subscriptions on an annual basis. These are currently as follows, and costs were included in the 2025-26 council budget:

- Society of Local Council Clerks (Clerk £420, Deputy Clerk £360)
- Surrey Association of Local Councils (includes membership of National Association of Local Councils) £2,969
- Parish Online (asset mapping) £630

**RECOMMENDED:** that the council and staff subscriptions for 2025-26 are noted, the same subscriptions are to be included in the 2026-27 budget process.

## **15. REVIEW OF GOVERNANCE DOCUMENTS**

- I. The working party set up to review the small and green grants process and terms of reference has produced the amended documents, attached. The updated terms of reference seeks to clarify the process and what can be applied for.
- II. The working party set up to review the process for members of the public to speak at council meetings has produced the amended guidance, attached.
- III. The model NALC Standing Orders and Financial Regulation templates have been updated in accordance with new procurement regulations and we have been advised to adopt them at the earliest opportunity. The Clerk and Deputy Clerk have spent some time amending and reviewing them to make sure they reflect the council's current policies and working practices (which have only recently been adopted) whilst ensuring that all the provisions of the new legislation are included.
- IV. We have been provided with Dignity and Work and Sexual harassment policies by the council's HR advisors and these also need to be adopted.

**RECOMMENDED:** that the following are adopted as attached:

- |  |                    |
|--|--------------------|
| • 2025 Small and Green grants process / terms of reference | <b>APPENDIX 14</b> |
| • 2025 Speaking at Public meetings                         | <b>APPENDIX 15</b> |
| • 2025 Standing Orders                                     | <b>APPENDIX 16</b> |
| • 2025 Financial Regulations                               | <b>APPENDIX 17</b> |
| • 2025 Dignity at Work policy                              | <b>APPENDIX 18</b> |
| • 2025 Sexual Harassment policy                            | <b>APPENDIX 19</b> |

## **16. COMMUNITY INFRASTRUCTURE LEVY UPDATE**

**APPENDIX 20**

Council to note the attached update.

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