



# HASLEMERE TOWN COUNCIL

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5<sup>th</sup> September 2025

## To all Members of Council

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

I give notice that a meeting of Full Council will be held on Thursday 11<sup>th</sup> September 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, either in person or online:

Join Zoom meeting:

**Meeting ID:** 825 3305 0233

**Passcode:** 192840

Yours sincerely,

Mrs Lisa O'Sullivan  
Town Clerk

## AGENDA

### **1. APOLOGIES FOR ABSENCE**

Council to decide whether to accept apologies for absence.

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

### **2. DISCLOSURE OF INTERESTS**

#### **APPENDIX 1**

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. Guidance attached.

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

#### **APPENDIX 2**

**RECOMMENDED:** That the minutes of the meeting held 17<sup>th</sup> July 2025 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. Four minutes maximum per person. A maximum of 15 minutes in total is allowed for this item.

### **5. UPDATES FROM DISTRICT AND COUNTY COUNCILLORS**

District and County Councillors are invited to update the Council on matters relevant to the parish.

## 6. MAYOR'S UPDATE

**APPENDIX 3**

To note the update from the Mayor.

## 7. CLERK'S UPDATE

**APPENDIX 4**

To note the update from the Town Clerk.

## 8. FINANCIAL MATTERS

**APPENDIX 5**

The following documents are attached:

### REPORTS

- i. Cash and Investment reconciliation for month 5 showing that the Council's bank statements agree with its accounting system.
- ii. Cashbook Payments for months 4 & 5. These list all the payments and receipts to and from the Council's bank accounts since the last meeting.

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

Month 4 payments totalling £55,765.33	Month 4 receipts totalling £14,378.70
Month 5 payments totalling £74,226.46	Month 5 receipts totalling £87,005.53

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

Month 4 payments totalling £0	Month 4 receipts totalling £0
Month 5 payments totalling £80,000	Month 5 receipts totalling £0

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

Month 4 payments totalling £0	Month 4 receipts totalling £190.35
Month 5 payments totalling £0	Month 5 receipts totalling £209.52

### **Cashbook 17 (NatWest PWLB)**

Month 4 payments totalling £0	Month 4 receipts totalling £601.78
Month 5 payments totalling £0	Month 5 receipts totalling £623.59

No other cashbook transactions reported in months 4 & 5

- iii. Summary Income and Expenditure by Budget Heading for month 5. 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.
- iv. Virements and overspends since the last meeting

**APPENDIX 6**

### **RECOMMENDED:**

- I. That the schedule of payments as detailed in the Cashbook printouts for months 4 & 5 and any variances in the Council's accounts and any reported overspends and virements are approved.

## 9. BUDGET

**APPENDIX 7**

The draft budget is currently being prepared and the first meeting of the Budget working party will take place shortly, with a view to bringing a first draft budget to November Full Council.

There is one project item for Council to consider including in the budget for next year:

1. Town Meadow bandstand.

After two councillors has asked for this project, the Support Services officer was tasked with getting some preliminary costings. Agreement for the bandstand to go into the draft budget does not commit council to progressing it, but the budget working party needs to know if this is something, in principle, council would like to see.

**RECOMMENDED:** That a bandstand for Town Meadow at a cost of up to £125,000 is included in the first draft budget for November 2025.

## **10. CONCLUSION OF EXTERNAL AUDIT 2024-25**

**APPENDIX 8**

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 2024-25 external audit of accounts.

## **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 – 24<sup>th</sup> July and 21<sup>st</sup> August

**APPENDICES 9 & 10**

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

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

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

- CIL and Amenities committee – 7<sup>th</sup> August

**APPENDIX 11**

**\*\*Contains a recommendation £76,964 to Beacon Hill Primary School\*\***

**RECOMMENDED:** that the minutes of the meetings, where committees do not hold delegated decision making powers, are approved.

## **12. LGR WORKING PARTY – TRANSFER OF ASSETS**

**APPENDICES 12 & 13**

On 13th August the LGR working party met to discuss potential asset transfers, in the light of Waverley Borough Council's confirmation of charges (attached), which will be a minimum of £3,584 per asset transferred, plus HTC's own legal fees. The note of that meeting is attached.

Since that meeting, the Clerk has made the initial payments for the three transfers already agreed by Council so that they can go forward for consideration by WBC executive.

- Haslemere War Memorial Recreation Ground
- Beacon Hill Recreation Ground

She has also submitted an Expression of Interest to Waverley in respect of the assets identified by the working party as key to transfer:

- Car Park, Public, Beacon Hill
- Outside pitches and pavilion at Woolmer Hill Recreation Ground
- High Lane Community Centre and Recreation Ground
- Locality Office, Lion Lane

Ongoing maintenance costs for all of the above are being sought and will be put into the draft budget for consideration.

### **RECOMMENDED:**

- i. that the minutes of the LGR working party are noted and recommendations therein approved.
- ii. The Clerk is authorised to pay initial administrative and title review fees to WBC in respect of the assets for which Expression of Interest have been submitted.

## **13. SMALL GRANTS – GRAYSWOOD VILLAGE HALL**

**APPENDIX 14**

Cllr Waters to lead this item.

Council will consider the following application which has been brought to Full Council as it needs to be decided before the next F&G meeting in October.

### **I. Grayswood Village Hall - £1,000 – Replacement Chairs**

The hall is currently undergoing a refurbishment and is asking the Town Council for a contribution towards its replacement chairs.

#### **14. REVENUE GRANTS UPDATE FOR COUNCIL**

#### **APPENDIX 15 & 16**

All Revenue Grants for 20225-26 have been paid as suitable reports have been received regarding what they will be used for (in this first year they are unable to report on what they have done with the funding).

Applications have been received for 2026-27 from:

- CAB (£30,000) – they will be holding a meeting to explain this amount which all councillors will be invited to attend.
- Haslemere Youth Hub (£20,000).

Both of these applications will be considered, in the first instance, as part of broader considerations by the budget working party before formally being brought to Full Council.

#### **15. COUNCIL BIN EMPTYING CONTRACT**

#### **APPENDIX 17**

The Deputy Town Clerk has been given notice by our bin contractor that they will cease to empty the council's bins from the end of October. Quotes have been sought from alternative contractors, Council to consider the recommendation in the attached paper.

#### **16. REMEMBRANCE SUNDAY**

The Clerk to confirm which councillors are laying wreaths at:

- St Albans Church – Hindhead
- St Stephen's Church – Shottermill
- All Saints Church - Grayswood

#### **17. COMMUNITY INFRASTRUCTURE LEVY UPDATE**

#### **APPENDIX 18**

Council to note the attached update.

#### **18. REPORTS FROM REPRESENTATIVES**

#### **APPENDIX 19**

No reports received from councillors.

The Clerk has received a request from Haslemere Youth Hub for a council representative. Council to consider the attached applications.

#### **19. EXCLUSION OF THE PUBLIC**

**RECOMMENDED** "That in accordance with the provisions of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted".

#### **20. ANNUAL APPRAISALS AND STAFFING MATTERS**

#### **To Follow**

Cllr Keen to report. Council is to note the content of the Staffing minutes from the meeting held 5<sup>th</sup> September 2025, since the Staffing Committee holds full delegated powers to act on behalf of Council in respect of all personnel decisions.

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