



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Haslemere Town Council Meeting held at 7pm on Thursday 15th May 2025.
The meeting was held in the Council Chamber, Town Hall, High Street, Haslemere, GU27 2HG.

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

* present

The meeting was chaired by Cllr Arrick, clerked by the Town Clerk, Lisa O'Sullivan and minuted by Jo Cork. 14 members of the public were in attendance.

42/25 ELECTION OF TOWN MAYOR

Cllr Keen nominated Cllr Arrick.

Cllr Carter seconded the nomination.

There were no other nominations.

RESOLVED: Councillor Jean Arrick is duly elected Town Mayor for 2025-26

43/25 DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR

Cllr Arrick made the declaration of acceptance of office.

44/25 ELECTION OF DEPUTY TOWN MAYOR FOR 2025-26

Cllr Leach nominated Cllr Keen.

Cllr Davidson seconded the nomination.

There were no other nominations.

RESOLVED: Councillor Jacquie Keen is duly elected Deputy Town Mayor 2024–25.

45/25 APOLOGIES FOR ABSENCE

RESOLVED: Apologies are accepted from Cllr Nicholson (Holiday), and Cllr Bayliss (Work commitments).

46/25 DISCLOSURE OF INTERESTS

None.

47/25 MINUTES OF THE LAST MEETING

RESOLVED: The minutes of the meeting held 13th March 2025 are adopted as a true record and signed by the Mayor.

RESOLVED: The minutes of the Extraordinary Council meeting held 1st May 2025 are adopted as a true record and signed by the Mayor.

48/25 REPRESENTATION BY THE PUBLIC

None

49/25 FINANCIAL MATTERS

RESOLVED:

- 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.

50/25 INTERNAL AUDIT 2024-25

RESOLVED: 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.

The Council would like to thank both the Clerk and the Deputy Clerk for their hard work in completing the audit.

51/25 ANNUAL GOVERNANCE STATEMENT

RESOLVED: That the annual accounting statements for year ended 31st March 2025, are approved.

52/25 ANNUAL ACCOUNTING STATEMENTS

RESOLVED: That the annual accounting statements for year ended 31st March 2025, , are approved.

53/25 MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES

RESOLVED

- I. That Cllr Leach is elected to the Staffing committee
- II. That the schedule of membership of committees and external bodies as circulated with the Agenda, is agreed. An amendment to be made to the document to reflect the change of presidency for the Chamber of Commerce to Inge Dunbar
- III. That the Budget working party is to consist of the Mayor, Chairs of F&G and Amenities and CiL, Town Clerk, Cllrs Nicholson and Davidson.

54/25 MINUTES OF COMMITTEE MEETINGS

Committees with delegated decision making:

RESOLVED: The minutes of the following meetings, where committees hold delegated decision making powers, are noted.

- Planning and Highways – 3 April, 1 May
- Staffing – 15th April

Committees with no or limited decision making:

RESOLVED: That the minutes of the following meetings where committees do not hold delegated decision making powers and any recommendations therein be adopted.

- Amenities and CIL committee 8th May

55/25 REVIEW OF COUNCIL SUBSCRIPTIONS

RESOLVED:

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

- 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
- GovAssist Open Annual Subscription £360

56/25 REVIEW OF GOVERNANCE DOCUMENTS

RESOLVED

The following are adopted, as circulated with the Agenda:

2025 Small and Green grants process / terms of reference.

2025 Speaking at Public meetings.

2025 Standing Orders

2025 Financial Regulations

2025 Dignity at Work policy

2025 Sexual Harassment policy

57/25 COMMUNITY INFRASTRUCTURE LEVY UPDATE COUNCIL ASSET REGISTER REVIEW

Council noted the update as circulated with the agenda.

Meeting finished at 19:20

Signed.....

Date.....

Chairman of Meeting