



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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10th May 2019

To all Members of Council

Mayor	Cllr D Round
Deputy Mayor	
Councillors	Arrick, Barton, Cole, Davidson, Dear, Dullaway, Ellis, Hewett, Isherwood, Keen, Lloyd, Matthes, Nicholson, Odell, Robini, Weldon, Whitby

I give notice that the annual meeting of Full Council will be held on Thursday 16th May 2019 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

Before the meeting prayers will be said, vicar to be confirmed.

AGENDA

1. ELECTION OF TOWN MAYOR FOR 2019-20

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 2019-20

Council will elect the Deputy Mayor for the forthcoming year.

4. DECLARATION OF ACCEPTANCE OF OFFICE - COUNCILLORS

Town Clerk to confirm which Councillors have completed declaration of acceptance of office forms. Council to resolve to accept any not received at a later date.

5. 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.

6. DISCLOSURE OF INTERESTS

To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

7. DISPENSATIONS

Town Clerk to report on any dispensations granted prior to the meeting relating to the approval of the budget, the approval of any borrowing under the Local Government Act 2003, the making of the precept, the making of the calculations under ss 49A, 49B of the Local Government Finance Act 1992, the approval of an allowance, payment or indemnity to Members.

8. QUESTIONS BY THE PUBLIC

Any resident of the area covered by the Town Council and present at the meeting may ask questions relating to the business of the Town Council.

9. MINUTES OF THE LAST MEETING

APPENDIX 1

To confirm and sign the Minutes of the meeting held on 21st March 2019.

RECOMMENDED: – that the minutes of the meeting held on 21st March 2019 and any recommendations therein be adopted.

10. FINANCIAL MATTERS

APPENDIX 2

The following documents are attached:

Cash and Investment reconciliation for month 1. This document shows 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 - £33718.33

Month 12 receipts totalling - £6310.94

Month 1 payments totalling - £13,224.97

Month 1 receipts totalling - £160,765.81

Cashbook 2 (deposit account)

Month 12 payments totalling - £0

Month 12 receipts totalling - £182.31

Month 1 payments totalling - £0

Month 1 receipts totalling - £0

Cashbook 3 (reserve account)

Month 12 payments totalling - £0

Month 12 receipts totalling - £0.02

Month 1 payments totalling - £0

Month 1 receipts totalling - £0

Cashbook 9 (United Trust reserve account)

Month 12 payments totalling - £0

Month 12 receipts totalling - £0

Month 1 payments totalling - £0

Month 1 receipts totalling - £0

Summary Income and Expenditure by Budget Heading for month 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 and any variances in the Council's accounts are approved.

11. INTERNAL AUDIT 2018-19

APPENDIX 3

The end of year report from the council's Internal Auditor is attached as well as Internal Audit report for year ended March 2019 as required by the external auditor. Council to note contents.

RECOMMENDED: that the content of Internal Audit reports for 2018-19 is noted.

12. EXTERNAL AUDIT REQUIREMENTS

APPENDIX 4

The statutory deadline for return of the annual governance and accountability (AGAR) form to the external auditor is the 1st July 2019.

1. Council must consider and approve the annual governance statement.

RECOMMENDED That the Annual governance statement for year ended 31st March 2019 is approved.

2. Council must consider and approve the accounting statements.

RECOMMENDED That the accounting statements for year ended 31st March 2019 is approved.

13. CODE OF CONDUCT

APPENDIX 5

WBC have recently updated their code of conduct and it is good practice for Town Code to reflect that of the Borough.

RECOMMENDED: That the revised Code of Conduct at Appendix 5 is adopted.

14. BANK SIGNATORIES

Town Clerk to report.

RECOMMENDED – that Penny Bradley, Malcolm Carter, Sahran Abeyesundara and Libby Piper are removed from the Town Council's bank mandates and replaced with four councillors elected for the current term. To be agreed at the meeting.

15. GENERAL POWER OF COMPETENCE

Town Clerk to report.

RECOMMENDED: that the following motion be passed.

"That Haslemere Town Council wishes to adopt the General Power of Competence and confirms that it meets the two eligibility criteria for adoption of the Power of General Competence as set out in a statutory instrument known as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, namely that at least 2/3 Members of Council have been elected to office (not co-opted) and that the Council employs a 'qualified Clerk'.

16. MINUTES OF COMMITTEE MEETINGS

APPENDICES 6, 7 & 8

To receive the minutes of Committee meetings held since last full Council, all have been previously circulated unless otherwise specified.

- Planning & Highways Committee 28th March, 25th April 2019
- Amenities Committee 11th April 2019

RECOMMENDED: – that the minutes of those meetings and any recommendations therein, not already made under delegated authority, be adopted.

17. MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES

TO FOLLOW

Council to agree committee membership and representatives to external bodies for 2019-20. List will be circulated prior to the meeting.

18. MEMBERSHIP OF SUB-COMMITTEES / WORKING PARTIES

RECOMMENDED: That membership of Working Parties / sub-committees to be agreed in the following way:

SCC Highways sub-committee – this is a sub committee of Planning, membership to be determined by the Planning Committee at its next meeting. Terms of Reference as adopted March 2019.

Public toilets sub-committee – this has delegated authority to carry out the decisions of Council in respect of the refurbishment of the public toilets (within budget allocated). Council to agree membership as next Amenities committee not until June.

Neighbourhood Plan working party – carries out decisions of Council in relation to the process of getting the NP adopted. The NP itself was approved by Council in March.

Fairground Carpark Working Party – this was established to come up with a plan for redevelopment of the Weyhill Carpark however with WBC recently achieving de-registration of the site and planning to keep as a carpark for the foreseeable future, Council to consider whether this is necessary.

19. TOILET CLEANING TENDER

APPENDIX 9

The attached specification has been recommended to Council by the Amenities committee.

RECOMMENDED: That the Town Clerk is authorised to go to tender for the toilet cleaning contract in accordance with the attached specification. Tender process to be run as per Financial Regulations. Amenities Committee have delegated powers to award the contract.

20. MEMBER TRAINING

Town Clerk to report. The Council's budget for 2019-20 only stands at £250. More will be required for the year.

RECOMMENDED: That the Clerk is authorised to overspend the Members Training budget by a maximum of £1500. If that limit is reached and further funds are required Clerk to submit a report to Council.

**** End of Agenda ****