



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / town.clerk@haslemeretc.org

20th September 2019

To all Members of Council

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

I give notice that a meeting of Full Council will be held on Thursday 26th September 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,

Mrs Lisa O'Sullivan
Town Clerk

Before the meeting prayers will be said by Reverend David Muskett of Haslemere Methodist Church.

AGENDA

1. 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.

2. 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.

3. 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.

4. 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.

5. REPRESENTATIONS BY EXTERNAL BODIES

None expected.

6. MINUTES OF THE LAST MEETING

APPENDIX 1

To confirm and sign the Minutes of the meeting held on 25th July 2019.

RECOMMENDED: – that the minutes of the meeting held on 25th July 2019 and any recommendations therein be adopted.

7. MAYOR'S UPDATE

To receive update from the Mayor

8. CLERK'S UPDATE

APPENDIX 2

Written report as circulated with Agenda.

9. FINANCIAL MATTERS

APPENDIX 3

The following documents are attached. Councillors should contact the Clerk in advance of the meeting if there are any queries relating to these documents.

Cash and Investment reconciliation for month 5. This document shows that the Council's bank statements agree with its accounting system.

Cashbook Payments for months 4&5. 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 4 payments totalling - £19008.80

Month 4 receipts totalling - £5566.85

Month 5 payments totalling - £17502.98

Month 5 receipts totalling - £2308.08

Cashbook 2 (deposit account)

Month 4 payments totalling - £0

Month 4 receipts totalling - £0

Month 5 payments totalling - £0

Month 5 receipts totalling - £0

Cashbook 3 (reserve account)

Month 4 payments totalling - £0

Month 4 receipts totalling - £0

Month 5 payments totalling - £0

Month 5 receipts totalling - -£18.46

Cashbook 9 (United Trust reserve account)

Month 4 payments totalling - £0

Month 4 receipts totalling - £1140.45

Month 5 payments totalling - £0

Month 5 receipts totalling - £0

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.

RECOMMENDED: That the schedule of payments as detailed in the Cashbook printouts for months 4&5 and any variances in the Council's accounts are approved.

10. CONCLUSION OF EXTERNAL AUDIT 2018-19

APPENDIX 4

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 2018-2019 audit of accounts.

11. AMENDMENT TO FINANCIAL REGULATIONS

APPENDIX 5

The Town Clerk has reviewed the Financial Regulations in the light of new guidance being issued by NALC for 2019. The draft Financial Regulations attached remain the same as those adopted in March except for one minor change shown in yellow at 4.7

RECOMMENDED: That the draft Financial Regulations at Appendix X are adopted by Council.

12. MINUTES OF COMMITTEE MEETINGS

To receive the minutes of Committee meetings held since last full Council. Unless otherwise specified, all have been previously circulated and are available on the Council's website.

- Planning & Highways Committee – 15th August, 12th September 2019
- Amenities Committee – 22nd August 2019

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

13. CLIMATE CHANGE MOTION

RECOMMENDED: that the following motion, agreed by the Climate Change Working Party is adopted. Any Climate change projects to meet the objectives in the motion will be considered by the Strategy Working Party.

Haslemere Town Council Climate & Biodiversity Emergency Motion

In recognition of the global Climate and Biodiversity Emergency and to facilitate the reduction of greenhouse gases and conserve and promote biodiversity, Haslemere Town Council resolves to:

- 1) Commit to becoming a carbon-neutral organisation by 2030 including greenhouse gas emissions, with an earlier target of 2025 for all direct emissions. Set up a roadmap for achieving this aim based on an annual carbon audit (to include the Council's own carbon footprint) by the end of the 2019 financial year;
- 2) Encourage and enable reduction of greenhouse gas emission and mitigation schemes within Haslemere by creating a ring-fenced environmental grants fund. The primary criterion for assessing applications to the fund should be CO2 savings per pound spent, in addition to existing Grants criteria. The initial budget will be £10,000 per financial year;
- 3) Seek ways to facilitate and encourage our community to reduce direct and indirect CO2 emissions and conserve and enhance biodiversity, with two objectives:
 - To reduce and reverse Haslemere's contribution to the Climate and Biodiversity Emergency;
 - To improve local resilience to future changes caused by the changing climate;

This could include:

- a) use of more sustainable methods and systems of transport
- b) reductions in energy use in homes, shops, businesses and elsewhere
- c) co-operation with organisations seeking to develop low-carbon local housing, especially community-led, affordable and social housing
- d) development and use of renewable energy sources

- e) production, sale and consumption of locally sourced food
- f) reduction in consumption of animal products, including those from livestock
- g) adoption of wildlife-friendly land and water management practices
- h) actively stopping biodiversity loss and encouraging biodiversity gain and protection of habitat
- i) education within our local community, to inform and encourage actions to help resolve the problem.

The Council acknowledges that 'business as usual' is not an option in the face of this Climate and Biodiversity Emergency, and that society in its current form is unsustainable. To meet our obligations above we therefore resolve to assess and adjust our current activities, in terms of both their scope and undertake to lead by example.

14. BUDGET WORKING PARTY 2019-20

In line with the adopted budget process, Council to agree membership of the Budget Working Party who will present the final budget to Council in January.

RECOMMENDED: That a Budget working party consisting of interested councillors (suggest max 5) and the Town Clerk is formed to put together the draft budget for consideration at November council and sign off at January council.

15. BUDGET ITEMS FOR INCLUSION 2019-20

APPENDICES 6-12

The Clerk has received the following budget proposals. Council to decide which go forward to be considered as part of the budget round 2019-20.

Special Projects:

Cllr Dear:

- Haslemere Hall - £3975
- Pocket Park - £3950

Cllr Robini:

- Trim trail / outdoor Gym - £8000

Cllr Odell

- Defibrillators - £500

Tourism:

Cllr Barton:

- Community Rail Partnership - £2500

Revenue Grant:

Cllr Keen

- A Place To Be youth club - £5000

Cllr Dear

- Haslemere Youth Hub - £5750

Staffing:

Cllr Odell - £tbc

- Given that staff are currently working at capacity but that project work due to Council Strategy and CIL money may increase Council needs to consider the possibility of increasing officer provision, currently at just over 2 full time equivalents. Staffing Committee to wait until it has sight of the draft Strategy Document before considering any recommendation to the Budget WP.

16. COUNCIL STRATEGY WORKING PARTY

RECOMMENDED: that the following Terms of Reference are adopted:

The Strategy Working Party (SWP) shall produce a draft strategy, with the aim of being adopted by Full Council at its meeting on 28th November 2019 and can hence inform the budgeting process that is due for completion by end January 2020, and in subsequent years.

The SWP will take the original strategy document produced after initial consultation with councillors as its starting point, but will canvas the opinions of all councillors before drawing up the strategy. The WP will endeavour to produce a strategy that reflects the views of all councillors and can be adopted by the council in full.

The strategy shall be written such that it clearly sets out both HTC's longer term goals and to the specific immediate objectives it is adopting to further these goals. It should provide sufficient detail that residents can understand how these goals and objectives relate to one another, ascertain whether they objectives have been met, and so hold the council to account. It should provide sufficient detail to inform the annual budgeting process.

The SWP should recognise that the council's longer term goals may last the lifetime of the council, or beyond, but that the list of specific objectives will change over time. The strategy document shall make clear how possible future objectives should be assessed to ensure they continue to promote the long term goals. To promote consistency the Council's long terms goals and immediate objectives should also be used to help inform Council decision making on an ongoing basis, including within our Committees, Sub-Committees and Working Parties.

17. STURT ROAD SANG MANAGEMENT

APPENDICES 13-14

Council to consider the attached paper and recommendation.

18. HASLEMERE CEMETERY MANAGEMENT

APPENDIX 15

Council to consider the attached paper and recommendation.

19. COMMUNITY INFRASTRUCTURE LEVY (CIL)

To receive an update from the Mayor.

Council to consider the establishment of a new Committee to administer the CIL process.

20. REPORTS FROM EXTERNAL REPRESENTATIVES

APPENDIX 16

1. Haslemere Hall - Council to note the report from Cllr Dear.
2. Haslemere Health Group, Council to consider requests from Cllr Weldon for:
 - a. Support for Haslemere Minor Injuries Unit
 - b. Support for printing costs

21. REMEMBRANCE SUNDAY, 10th NOVEMBER 2019

Town Clerk to report.

Wreath laying:

- Grayswood – Cllrs Odell and Round
- St Albans – Cllr Davidson
- St Stephens – Cllr Nicholson
- Town – Mayor

Purchase of wreaths:

RECOMMENDED that the Town Council re-uses wreaths bought for last year's WW1 project but that the usual donation of £200 is made to RBL (as budgeted for).

22. CHRISTMAS CAROLS 2019

In 2015, 2016 and 2017 the town Christmas Carols service was held on Lion Green. Although relatively well attended, it was expensive due to having to hire generator, lighting, PA systems etc. In addition to this, it felt like the Green was too big to hold the event, singing and voices being lost into the darkness. The previous Council had proposed to share the carols between the High St and Wey Hill areas of town.

In 2018 the carol service was held at Haslemere Educational Museum. This had the advantage of a more suitable, enclosed space with some protection from the weather. It was also far less expensive than holding the event on Lion Green - £1100 vs £600 (approx.).

RECOMMENDED: That the 2019 Christmas Carols are held on Thursday 19th December at Haslemere Educational Museum. Council to consider next year if they wish to move venue.

23. WATER FOUNTAIN – HASLEMERE PUBLIC TOILETS **APPENDIX 17**

RECOMMENDED: that the Toilet Sub-Committee is requested to investigate the installation of a water fountain at the Haslemere Public Toilets and, if appropriate, may proceed with the installation from the toilet refurbishment budget.

24. NEIGHBOURHOOD PLAN

To receive an update on progress from Cllr Odell.

25. EXCLUSION OF THE PUBLIC

RECOMMENDED: That the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

26. INTERNAL AUDIT

Council to consider the attached paper and recommendation.

APPENDIX 18

27. TOWN HALL HEATING

See attached officer report.

APPENDIX 19

** End of Agenda **