



# HASLEMERE TOWN COUNCIL

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

15<sup>th</sup> March 2019

To all Members of Council

|                     |  |
|---------------------|--|
| <b>Mayor</b>        | Cllr D Round   |
| <b>Deputy Mayor</b> | Cllr P Blades  |
| <b>Councillors</b>  | Abeyesundara, Arrick, Barton, Bradley, Carter, Dear, Edwards, Hall, Hewett, Hill, Isherwood, King, Odell, Peel, Piper, Rodgers |

I hereby give notice that a meeting of Full Council will be held on Thursday 21<sup>st</sup> March 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 led by Rev. Ruth Dillon, Minister for the United Reform Church of Beacon Hill and Fleet.

## **AGENDA**

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

To receive apologies from Members.

### **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**

After questions by the public external bodies may, by prior agreement with the Town Clerk, make short representations to Council.

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

#### **APPENDIX 1**

To confirm and sign the Minutes of the meeting held on 17<sup>th</sup> January 2019.

**RECOMMENDED:** – that the minutes of the meeting held on 17<sup>th</sup> January 2019 and any recommendations therein be adopted.

#### **7. COMMUNICATIONS FROM TOWN MAYOR**

Town Mayor to give a brief update as necessary.

#### **8. COMMUNICATIONS FROM TOWN CLERK**

Town Clerk to give a brief update as necessary.

#### **9. FINANCIAL MATTERS**

#### **APPENDIX 2**

A summary of the Council's finances as at 28<sup>th</sup> February 2019 is attached.

The following documents will be circulated:

Balance sheet as at last day of previous month.

Cashbook Payments for months 10&11. 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 10 payments totalling - £31,974.72

Month 10 receipts totalling - £13,969.48

Month 11 payments totalling - £32,322.70

Month 11 receipts totalling - £3,604.61

##### **Cashbook 2 (deposit account)**

Month 10 payments totalling - £0

Month 10 receipts totalling - £0

Month 11 payments totalling - £0

Month 11 receipts totalling - £0

##### **Cashbook 9 (reserve account)**

Month 10 payments totalling - £0

Month 10 receipts totalling - £0

Month 11 payments totalling - £0

Month 11 receipts totalling - £0

Summary Income and Expenditure by Budget Heading for month 11. 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.

Cash and Investment reconciliation for month 11. This document shows that the Council's bank statements agree with its accounting system.

**RECOMMENDED:** That the schedule of payments as detailed in the Cashbook printouts for months 10&11 and any variances in the Council's accounts are approved.

A report detailing any overspends or any recommendations before year end will be circulated before the meeting.

## **10. NEIGHBOURHOOD PLAN**

## **APPENDIX 3**

Cllr Odell to give an update on the Neighbourhood Plan.

**RECOMMENDED:** That the Neighbourhood Plan attached is approved by Full Council and is put forward for formal public consultation.

## **11. MINUTES OF COMMITTEE MEETINGS**

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

- Planning - 31 Jan & 28 Feb
- Amenities 7th Feb
- Finance and Audit committee 11<sup>th</sup> February 2018

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

## **12. REVIEW OF GOVERNANCE DOCUMENTS**

## **APPENDICES 4-10**

F&A / Planning/ Staffing committees have reviewed many of the Council's governance documents.

**RECOMMENDED:** that the following are adopted by Council:

- |   |             |
|---|-------------|
| 1. Standing Orders                      | Appendix 4  |
| 2. Financial Regulations                | Appendix 5  |
| 3. Clerk's delegation schedule          | Appendix 6  |
| 4. Email use policy                     | Appendix 7  |
| 5. ToR Highways sub-committee           | Appendix 8  |
| 6. HTC/HPSL Memorandum of Understanding | Appendix 9  |
| 7. Staffing Committee ToR               | Appendix 10 |

## **13. GRANTS**

Unfortunately, the Grants Committee on 7<sup>th</sup> March was not quorate therefore the following are brought to Council for decision. Cllr Blades, Chair of Grants, to speak.

- Budget remaining for 2018-19 - £4280
- Total amount requested in grants below - £1800
- Amount remaining if awarded in full £2480 (Council to decide if any surplus once Grants have been awarded should be donated to Haslemere Hall towards the refurbishment of their toilets.

### **1) WAVERLEY BOROUGH COUNCIL (£500)**

### **APPENDICES 11 & 12**

Project description: Specsavers Surrey Youth Games - £500 towards £1000 cost of kit for children. Previous grants from HTC: £300 July 2018 (Skatepark Project)

### **2) GRAYSWOOD NURSERY (£300)**

### **APPENDIX 13**

Project description: Purchase of tree for memory garden of baby who passed away. Previous grants from HTC: n/a

### **3) PLACE TO BE YOUTH CLUB (£1000)**

### **APPENDICES 14 & 15**

Project description: Ongoing staff costs.

Previous grants from HTC: March 2018 £1000 (Staff Costs), November 2015 £500 (Staff Costs)

This application is referred to Full Council as it does not meet Grant committee criteria for the following reasons:

- Small grants cannot be awarded on an annual recurring basis unless approved by full Council.

- Small grants should generally be for capital projects, not revenue.

**14. CLAMMER HILL ALLOTMENTS – PROVISION OF SHED**

**APPENDIX 16**

See report and recommendation attached. Cllr Odell to report.

**15. REPORTS FROM REPRESENTATIVES**

**APPENDIX 17**

No reports received as Agenda is published.

**16. REPORTS FROM TWIN-HATTED MEMBERS**

No reports received as Agenda is published.

**17. CHARGING FOR PENSIONS CERTIFICATION**

Town clerk to report. The F&A committee has referred this issue to Council to decide whether the Council should charge for officers certifying that people drawing foreign pensions are alive.

**18. STAFFING MATTERS**

All staff have been appraised by Town Clerk and relevant member of the Staffing committee. Under delegated powers each staff member has been awarded a one point pay increment.

\*\* End of Agenda \*\*