

Blackwater and Hawley Town Council, Council Offices, Blackwater Centre,
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Dear Councillors,

3rd June 2020

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting is to be held virtually.

Members of the public remain welcome to attend the meeting which will be held using the Zoom conferencing platform. To obtain the login details please email enquiries@blackwaterandhawleytowncouncil.gov.uk by 4pm on Monday 8th June 2020.

You are hereby summoned to attend a **MEETING** of **Blackwater and Hawley Town Council** to be held as a **VIRTUAL MEETING** on Monday 8th June 2020 at 7pm for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

Jo Shaw
Town Clerk

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Councillor Interests**
- 3. Annual Meeting**
To resolve that, as permitted under the 2020 Regulations, no Annual Meeting of the Town Council shall take place until May 2021 and therefore all appointments, including that of the chairman, shall remain in place until that date.

To note that should the Council so decide, a review of all appointments, including that of the chair, may take place before May 2021.
- 4. Report of the Chair of the Council**
- 5. Councillor questions**
- 6. Democratic Fifteen Minutes**
To allow members of the public to speak or ask questions, with priority given to items on the agenda. The public may not subsequently speak or ask questions during the meeting. If there are no questions, the Council will commence business forthwith.
- 7. Minutes**
To consider the minutes of the meeting of the Town Council meeting held on 24th February 2020 and, if appropriate, to authorise their signing as a true and correct record.

- 8. Matters Arising**
To discuss any matters arising from the meeting of 24th February 2020 not discussed elsewhere on this Agenda.
- 9. To Receive Minutes of Committees and Sub Committees**
 - a) Planning & Payments Committee Meeting held on 24th February 2020
 - b) Planning & Payments Committee Meeting held on 16th March 2020
- 10. To Receive Reports from Outside Bodies**
- 11. Audit 2019/20**
 - a) To receive and consider the Internal Auditor's reports dated 31st May 2020 for the Accounts for the year ending 31st March 2020 (copy attached).
 - b) To consider the appointment of an Internal Auditor for this council for the financial year 2020/2021.
- 12. Annual Return 2019/20**
 - a) To receive and approve the Financial Statements for the year ending 31st March 2020
 - b) To receive and approve the Local Councils Annual Return for the year ending 31st March 2020 (copy attached)
 - c) Explanation to 'No' objective L
- 13. Asset Review**
To note changes to the Asset Register for 2020/21 following guidance from the internal auditors (copy attached).
- 14. Finance 2020/21**
The Town Clerk will provide a verbal update on finances 2020/21.
- 15. Estates Report**
Councillors to consider the contents of a written report (to follow) on the status of all Town Council facilities including work that has been carried whilst the Leisure Centre and Memorial Hall have been closed to the public.
- 16. Hawley Fayre**
Councillors to note that this has been cancelled for 2020 but may be held later in the year if conditions allow.
- 17. Town Centre Planters**
Councillors to note that owing to the Covid-19 pandemic, the planters planned for the Blackwater town centre have been cancelled for summer 2020 and a small cancellation charge has been paid.
- 18. Other Business – not for decision**
- 19. Exclusion of the Public & Press**
In view of the confidential nature of the business about to be transacted, it is advisable that the public and press are temporarily excluded and are asked to withdraw for items 20. And 21. on the agenda.
- 20. Confidential Minutes**
To consider the confidential minutes of the meeting of the Town Council meeting held on 24th February 2020 and, if appropriate, to authorise their signing as a true and correct record.

21. Staffing Update

- a) The Town Clerk will provide an update on current staffing including Furloughed Staff
- b) The Appeals Panel to provide an update in connection with the outstanding Grievance
- c) The Town Clerk to provide further information on the new payroll provider
- d) Councillors to note the increased LGPS Employer contribution rate for 2020/21 of 18.9%

22. DASH Lease – Youth Suite

The Town Clerk had previously circulated a report in response to Leonard Cheshire's request to negotiate early exit from their lease for use of the Youth Suite building by DASH (Disabled Action Self Help Group).

Councillors to consider and resolve the following:

- 1. Leonard Cheshire's early release from their lease
- 2. The level of charge to levy and reasons for the level of charge
- 3. Retention of any of the 'items of note' for possible future use by the Town Council