

Blackwater and Hawley Town Council  
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Minutes of the Council Meeting  
at the Hawley Memorial Meeting Room, Hawley Green  
Monday 13<sup>th</sup> May 2019 at 7:00pm

In Attendance Cllr Monk, Cllr Collett, Cllr Blewett, Cllr Usher, Cllr Tarbet and Lorraine Powell administration officer.

C4467 To Receive Newly-Elected Councillors' Acceptance of Office  
All Councillors attending signed their Acceptance of Office

C4468 To Receive Newly-Elected Councillors' Register of Interests Declarations  
All Councillors attending completed and returned their Register of Interest documents

C4469 To Elect the Chair of the Council  
Cllr Blewett took the Chair in Cllr Harwards absence  
Cllr Collett was proposed by Cllr Monk, seconded by Cllr Tarbet and unanimously elected chair of the Council by a show of hands

C4470 To Receive the Chair's Acceptance of Office  
Cllr Collett signed his Acceptance of Office

Cllr Harward arrived at the meeting at 7:10pm

C4471 To Elect Vice Chair of the Council  
Cllr Monk was proposed by Cllr Collett, seconded by Cllr Tarbet and unanimously elected Vice Chair of Council

C4472 To Elect Chair of Finance  
Cllr Blewett was proposed by Cllr Collett, seconded by Cllr Monk and unanimously elected Chair of Finance

C4473 To Elect Vice Chair of Finance  
Cllr Monk was proposed by Cllr Collett, seconded by Cllr Tarbet and unanimously elected Vice Chair of Finance

C4474 To Elect Chair of Planning and Payments  
Cllr Collett proposed Cllr Hunt but vote was deferred to next meeting so Cllr could be asked whether he would accept nomination

C4475 To Elect Vice Chair of Planning and Payments  
Cllr Harward was proposed by Cllr Collett, seconded by Cllr Monk and unanimously elected Vice Chair of Planning and Payments

- C4476 To Elect Representatives to Outside Bodies  
a) Hampshire Association of Local Councils (HALC) – Cllrs Monk and Usher  
b) Hart District association of Parish/Town Councils (HDAPTC) – Cllrs Monk and Harward, Cllr Lister (Reserve)  
c) Blackbushe Airport Consultative Committee – Cllr Hunt  
d) Transport Local Representation – Cllr Blewett  
e) Blackwater Valley Countryside Partnership (BVCP) – Cllrs Tabet and Lister, Cllr Blewett (Reserve)  
f) Yateley and Hawley Welfare Trust – Cllr Blewett  
g) Hawley Fayre Steering Committee – Cllr Blewett, Cllr Hunt (once confirmed), Cllr Monk (Reserve)  
h) Campaign for the Protection of Rural England (CPRE) – Chair of P&P so defer until spoken with Cllr Hunt  
i) Neighbourhood Plan Committee – Cllr Lister (Vice Chair) and Cllr Monk Cllrs Blewett and Hunt (Reserves)
- C4477 Apologies  
Cllr Lister and Cllr Hunt
- C4478 Councillors’ Declarations of Disclosable Pecuniary Interests (DPI’s) and/or Councillors’ Dispensations  
There were no declarations of pecuniary interests made by councillors or dispensations for consideration at the meeting
- C4479 Report of the Chair of the Council  
The Chair updated the meeting on various matters including the start date of new EO (15<sup>th</sup> July 2019), Meeting with Receptionists, Cllr Collett and Lorraine Powell, Invitation to Hawley Raiders Presentation Evening and Visit to Waste Disposal Facilities on 9<sup>th</sup> July 2019
- C4480 Councillors’ Questions  
There were no questions asked
- C4481 Democratic Fifteen Minutes  
There were no members of the public in attendance
- C4482 Minutes  
The minutes of the council meeting held on 8<sup>th</sup> April 2019 were approved as a correct record for signature by the Chair
- C4483 Matters Arising  
C4456 Planters Quote B – the Chair negotiated the price excluding watering and it was reduced to £3000  
C4461 Need to find out whether an arrest was made after break in
- C4484 To Receive and Consider Reports and Minutes of Committees and Sub-Committees  
The following minutes were approved with no changes  
P & P minutes 8<sup>th</sup> April 2019

- C4485 To Receive Reports from Outside Bodies  
There were no reports
- C4486 2018-19 Financial Review and General Reserves Summary  
The 2018-19 financial year outcome to budget and the updated year end general reserves summary were reviewed and considered  
The reserves at 31<sup>st</sup> March 2019 were £202,511.20  
The financial review and general reserves summary report were acknowledged and approved
- C4487 To Receive and Approve the 2018-19 Annual Governance and Accountability Return (AGAR)  
a) To receive and approve the Internal Auditor's report – 12<sup>th</sup> February 2019  
The Internal Auditors Report was received and approved  
b) To receive and approve the Annual Internal Audit Report 2018-19  
The Annual Internal Audit Report was received and approved  
c) To complete and approve by resolution part 1 Annual Governance Statement of the Return  
Section 1 of the Annual Return was completed at the meeting , unanimously approved by resolution and signed by the Chair  
d) To approve by resolution and sign part 2 Accounting Statements of the Return  
There were differences with figures so Council decided that before signing Cllr Monk would review data, her findings to be discussed at the next meeting  
e) To confirm re-appointment of Mr Paul Reynolds Internal Auditor for 2019-20  
It was decided to re-appoint at this time but have discussions about a possible change next year
- C4488 2019-20 Insurance and Asset Review  
The report summarised the insurance renewal cover, buildings and contents insured sums have been increased by 3% on the insurance schedule, public liability is £15 million, fidelity insurance £500k. The asset list remains unchanged since the last review in December 2018
- C4489 Hampshire Association of Local Councils Ltd (HALC) Membership Agreement  
Approved and minute reference annotated
- C4490 To Review and Update Standing Orders and Finance Regulations  
Although not due to be renewed for two years due to the retirement of the Executive Officer it has become necessary to review and update Finance Regulation 5.3 as follows "All cheques drawn in accordance with the schedule referred to in previous paragraph shall be signed by any two duly authorised signatories, who shall all be current members of the Council"  
There will be no change to Standing Orders at this time
- C4491 To Update Bank Signatories  
To reflect Office change, outgoing and newly elected councillors following the Parish Elections new Bank Mandate Forms were signed and completed

- C4492      Yelabus  
Cllr Collett updated the Council on the payment query and issued copies of the accounts for the previous four years. After discussion it was decided to issue a second cheque for 2019/20 to bring accounts up to date
- C4493      The Sports Field  
After discussion the Council decided not to ask STRI to conduct the appraisal and instead speak to Nick Robins, M Plant, our Groundsman and other Councils for further discussion at the next meeting
- C4494      Executive Officers Report  
Precept first instalment £78,852.50 credited to bank on 15<sup>th</sup> April 2019
- C4495      Exclusion of Press and Public  
Resolution approved