



NOTICE OF COUNCIL MEETING

**Annual Meeting of the Town Council
Monday 16th May 2022 at 7.15pm
Hawley Memorial Hall, Hawley Green GU17 9BW**

Councillors are hereby summoned to attend the following meeting. Please inform the Clerk if you are unable to attend.

This is a meeting in public. If you would like to join and have any special requirements eg. access or a copy of the agenda in another format, eg. large print, please contact us.

To aid public participation during COVID, members of the public may email or call the office to submit any comments or questions for the Council by 3pm on 21st March 2022 if they do not wish to attend in person. Agendas and minutes are available at www.blackwaterandhawleytowncouncil.gov.uk

J Shaw

Jo Shaw

11th May 2022

AGENDA

1. ELECTION OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIR'S SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FOR 2022/23

To elect a Chair for the 2022/23 municipal year.

The Chair will call for nominations for the office of Chair for 2022/23. The Chair will ask the Council to vote on the nomination(s). The Chair to sign the Declaration of Acceptance for 2022/23.

2. ELECTION OF VICE CHAIR OF THE COUNCIL

To elect a Vice Chair for the 2022/23 municipal year.

The Chair will call for nominations for the office of Chair for 2022/23. The Chair will ask the Council to vote on the nomination(s).

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence from the meeting

4. DECLARATIONS OF INTEREST

- a) To receive declarations of interest for any item on the agenda
- b) To request completion of Member's Notification of Disclosable Pecuniary Interests forms (Appendix A)

5. COUNCILLORS QUESTIONS

To receive questions from Councillors.

6. DEMOCRATIC FIFTEEN MINUTES

To allow members of the public to speak or ask questions, with priority given to items on the agenda. To receive comments submitted to the Town Clerk by 3pm on 16th May 2022 (not exceeding 15 minutes)

7. MINUTES OF THE LAST MEETING

a) To Approve the Minutes of the Last Meeting

To consider the minutes of the meetings held on 25th April 2022 and to authorise their signing as a true and correct record.

b) Matters Arising

To discuss any matters arising from the meetings of 25th April 2022 not discussed elsewhere on this Agenda.

8. REPORT OF THE CHAIR OF THE COUNCIL

9. STANDING COMMITTEES

a) To agree the following committees shall continue for 2022/23, the number of seats and to appoint Members:

- Planning and Payments Committee
- Finance Committee
- Staffing Committee

b) Chairs of Standing Committees

To **RESOLVE** the appointment of the Chairs and Vice Chairs of the Standing Committees for 2022/23:

- Planning and Payments Committee
- Finance Committee
- Staffing Committee

10. APPOINTMENT OF COUNCIL REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

To agree the appointment of Council Members to serve on various outside and other bodies.

- a) Hampshire Association of Local Councils (HALC)
- b) Hart District Association of Parish/Town Councils (HDAPTC)
- c) Blackbushe Airport Consultative Committee
- d) Transport Local Representation
- e) Blackwater Valley Countryside Partnership (BVCP)
- f) Yateley & Hawley Welfare Trust
- g) Hawley Fayre Steering Committee
- h) Campaign for the Protection of Rural England (CPRE)
- i) Neighbourhood Plan Committee

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

12. TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES

- Planning & Payments Committee Meeting held on 25th April 2022

13. FINANCE

a) Detailed Income and Expenditure Reports 31/03/2022

Councillors to note the contents of the I&E report for year ended 31st March 2022 (Appendix B)

b) Bank- Draft Cash and Investment Reconciliation 31/03/2022

Councillors to note the contents of the reconciliation report dated 31st March 2022. (Appendix C)

c) End of Year Financial Report

Councillors to note the contents of the Year End Documentation for 2021-22. Note that this will be examined by Internal Auditors on 24th May 2022. (Appendix D)

14. ESTATES REPORT

Councillors to receive and consider the contents of a written report from the Town Clerk on the work which has taken place since the last meeting of the Council and any future work for discussion. (Appendix E)

15. BLACKWATER BUZZ

Councillors to note the contents of the article submitted by the Town Clerk for the May 2022 edition of the Blackwater Buzz (attached). (Appendix F)

16. OTHER BUSINESS – NOT FOR DECISION

17. EXCLUSION OF THE PUBLIC & PRESS

To RESOLVE that, 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 remaining items on the Agenda.

18. CONFIDENTIAL MINUTES

To consider the confidential minutes of the Town Council meeting held on 25th April 2022 and, if appropriate, to authorise their signing as a true and correct record.

19. MATTERS ARISING

To discuss any matters arising from the confidential minutes of 25th April 2022 not discussed elsewhere on this Agenda.

20. ANNUAL STAFF APPRAISALS

Councillors to note that the annual appraisal for the Town Clerk took place on 10th May 2022.

21. OTHER CONFIDENTIAL BUSINESS – NOT FOR DECISION