



NOTICE OF COUNCIL MEETING

TOWN COUNCIL

**Monday 16^h September 2023 immediately following the
Planning & Payments Committee Meeting
Council Chamber, 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.

Agendas and minutes are available at www.blackwaterandhawleytowncouncil.gov.uk

J Shaw

Town Clerk

10th September 2024

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence from the meeting

2. DECLARATIONS OF INTEREST

To receive declarations of interest for any item on the agenda

3. COUNCILLORS QUESTIONS

To receive questions from Town Councillors (prior notification preferred).

4. 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 prior to the meeting (not exceeding 15 minutes).

5. MINUTES OF THE LAST MEETING

5.1 To Approve the Minutes of the Last Meeting

To consider the minutes of the meeting held on 8th July 2024 and to authorise their signing as a true and correct record. **Appendix A**

5.2 Matters Arising

To discuss any matters arising from the meeting held on 8th July 2024 not discussed elsewhere on this Agenda.

6. REPORT OF THE CHAIR OF THE COUNCIL

7. REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

To receive reports from representatives on outside and other bodies.

8. DISTRICT & COUNTY REPORTS

9. TO RECEIVE AND CONSIDER REPORTS COMMITTEE MINUTES & RECOMMENDATIONS FROM OTHER COMMITTEES & WORKING GROUPS

- Planning & Payments Committee Meeting held on 8th July
- Planning & Payments Committee Meeting held on 29th July
- Planning & Payments Committee Meeting held on 19th August
- Planning & Payments Committee Meeting held on 2nd September

10. FINANCE

10.1 Detailed Income and Expenditure Reports 31/08/2024

To note the contents of I&E report for period ended 31st August 2024.
Appendix B1, Appendix B2

10.2 Bank Reconciliation 31/08/2024

To note the contents of Rialtas bank reconciliation report and sign Bank Statements at 31st August 2024. **Appendix C**

10.3 Notice of Conclusion of Audit (AGAR 2023/24)

To receive the external auditor's certificate and opinion regarding the completion of the AGAR (Annual Governance and Accountability Return) for the year ended 31st March 2024. **Appendix D**

Councillors to note that the relevant documents had been displayed on the Town Council website in accordance with legislation. **Appendix E**

10.4 Interim Internal Audit 2024/25

Councillors to note the interim internal audit findings following the visit from Mulberry Local Authority Services Ltd on 5th September 2024.
Appendix F

10.5 Projects 2024/25 – Update on Progress

Councillors to receive a report on progress of projects planned for 2024/25. **Appendix G**

10.6 Electricity Contracts

1. Councillors to note the renewal of the Council electricity contracts for three years from 8th March 2025 with YGP (Yorkshire Power & Gas) via UAC (Utility Advice Company Ltd) -previously British Gas Lite.
2. To note that the Opus Energy, Council gas contracts have been passed to EDF Energy with effect from 1st September 2024.

10.7 Coffee Shop – Commercial Dishwasher

Following the demise of the two domestic dishwashers in the Coffee Shop, and to comply with required temperatures for commercial dishwashing, following research, a commercial dishwasher was purchased and fitted in-house for use in the Coffee Shop on the Green.

Councillors to retrospectively approve the purchase of CATERWASH CK1543AA at a cost of £2,000 + VAT.

11. COUNTRYSIDE ENGAGEMENT PLAN – HAWLEY PARK FARM SANG

The Countryside Manager at Hart District Council sent correspondence highlighting that Hart DC is due to adopt Hawley Park Farm SANG from the developers. Where Hart's Countryside Service manages land, regular engagement with local parish councils is undertaken to build a working relationship. A meeting will be arranged once the land transfer is completed.

Councillors to note the contents of the Countryside Engagement Plan. **Appendix H**

12. COMMUNITY GOVERNANCE REVIEW

Following correspondence with Hart Electoral Registration Office questioning the process for a possible increase in the number of Town Councillors, Hart DC have clarified that a Community Governance Review will be undertaken in 2025, and the Council's request could be included as part of the review. Alternatively, the Council would require a petition signed by at least 324 electors (10%) to trigger a review.

Councillors to consider future actions regarding Community Governance Review.

13. PREMISES LICENCE COMPLIANCE CHECK

Councillors to note that on Thursday 8th August 2024, the Licencing Officer from Shared Licensing Services (Basingstoke & Dean Borough Council and Hart District Council) carried out a premises licence health check. It was reported that both the bars (Leisure Centre and Memorial Hall) were well managed and that licensing activities were conducted responsibly. The following were required in addition to current practices:

- Display a Challenge 25 notice in the bar (Inn on the Green) at the Leisure Centre
- Ensure that staff training records are recorded for Hawley Memorial bar (separate from the Leisure Centre)

Councillors to further note that both these items have now been completed.

14. INFORMATION ITEMS

14.1 Estates Report September 2024 **Appendix I**

14.2 Buzz Article August and September 2024 **Appendix J1, Appendix J2**

15. OTHER BUSINESS – NOT FOR DECISION

16. 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.

17. CONFIDENTIAL MINUTES

To consider the confidential minutes of the Town Council meeting held on 8th July 2024 and, if appropriate, to authorise their signing as a true and correct record.

18. MATTERS ARISING

To discuss any matters arising from the confidential minutes of 8th July 2024 not discussed elsewhere on this Agenda.

19. BLACKWATER CENTRE

19.1 The Meeting Room – Blackwater Centre

19.2 Parking and Electric – Blackwater Centre Car Park

20. OTHER CONFIDENTIAL BUSINESS – NOT FOR DECISION