



NOTICE OF COUNCIL MEETING

**Meeting of the Town Council
Monday 18th 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

Jo Shaw
Town Clerk

12th September 2023

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 meetings held on 7th August 2023 and to authorise their signing as a true and correct record. [Appendix A](#)
 - 5.2 Matters Arising**
To discuss any matters arising from the meetings of 7th August 2023 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 7th August 2023
- Planning & Payments Committee Meeting held on 4th September 2023

10. FINANCE 2023/24

10.1 Detailed Income and Expenditure Reports 31/08/2023

To note the contents of I&E report for period ended 31st August 2023.

[Appendix B1](#), [Appendix B2](#)

10.2 Bank – Cash and Investment Reconciliation as at 31/08/2023

To note the contents of bank reconciliation report 31st August 2023.

[Appendix C](#)

10.3 To Appoint Internal Auditors for 2023/24

Councillors to agree the appointment of Mulberry & Co as internal auditors for 2023/24. [Appendix D](#)

11. INFORMATION ITEMS

11.1 Town Clerk's Estates Report **Appendix E**

11.2 Buzz Article September 2023 - **to be circulated at the meeting**

11.3 Councillors to note the addition of a Hart DC small electrical item recycling bank at Hawley Memorial car park.

12. DRAFT SCHEDULE OF COUNCIL MEETINGS 2024

Councillors to consider the suggested dates of Council meetings for 2024 and also the Annual Town Meeting to be held between 1st March and 1st June. [Appendix F](#)

13. REMEMBRANCE SERVICE

Councillors to agree the date and format for the Remembrance Service to be held at Hawley War Memorial in November 2023.

14. OTHER BUSINESS – NOT FOR DECISION

15. 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.

16. CONFIDENTIAL MINUTES

To consider the confidential minutes of the Town Council meeting held on 7th August 2023 and, if appropriate, to authorise their signing as a true and correct record.

17. MATTERS ARISING

To discuss any matters arising from the confidential minutes of 7th August 2023 not discussed elsewhere on this Agenda.

18. BLACKWATER CENTRE

To receive a verbal report from the Town Clerk on Blackwater Centre.

19. OTHER CONFIDENTIAL BUSINESS – NOT FOR DECISION