



NOTICE OF COUNCIL MEETING

**Meeting of the Town Council
Monday 19th June 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

13th June 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 22nd May 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 22nd May 2023 not discussed elsewhere on this Agenda.
- 7 REPORT OF THE CHAIR OF THE COUNCIL**
- 8 REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES**
To receive reports from representatives on outside and other bodies.
- 9 DISTRICT & COUNTY REPORTS**

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

- Planning & Payments Committee Meeting held on 22nd May 2023

11 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2022/23

11.1 To confirm that there are no conflicts of interest with BDO LLP (External Auditors)

11.2 To Receive the Internal Auditor's Final Report for Year Ending 31st March 2023 including:

- Annual Governance Statement – evidence for AGAR Section 1
- Unaudited Accounting Statements – evidence for AGAR Section 2
- Interim Audit – points carried forward

Appendix B

11.3 To Approve the Annual Governance Statement 2022/23

Members to review 'Section 1 – Annual Governance Statement 2022/23' and to RECOMMEND on the signing of 'Section 1 – Annual Governance Statement 2022/23'. **Appendix C**

11.4 To Approve the Accounting Statements 2022/23

Members to review 'Section 2 – Accounting Statements 2022/23' and to RECOMMEND on the signing of Section 2 – Accounting Statements 2022/23.

Appendix D

12 FINANCE 2023/24

12.1 Detailed Income and Expenditure Reports 31/05/2023

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

Appendix E

12.2 Bank – Cash and Investment Reconciliation as at 31/05/2023

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

Appendix F

13 POLICY REVIEWS AND COMMITTEE TERMS OF REFERENCE

13.1 To review and approve the Council's Standing Orders (Based on NALC model)

Item deferred from last meeting. **Appendix G**

13.2 To review and approve the Scheme of Delegation

Councillors to review and consider adopting the BHTC Scheme of Delegation which details the Council's delegated powers, principles of delegation and includes Terms of Reference for each Council committee. Item deferred from last meeting. **Appendix H**

13.3 To Review and approve Councillor Code of Conduct 2023 Appendix I

14 HAWLEY CEMETERY

Further to Minute C5185 Council Meeting held 24th April 2023, Councillors to review the Town Clerks Report of Hawley Cemetery and resolution C5185 3 and to consider further actions to be taken at Hawley Cemetery. **Appendix J**

15 INFORMATION ITEMS

15.1 Town Clerk's Estates Report **Appendix K**

15.2 Buzz Article June 2023 **Appendix L**

15.3 Councillors to note that glass recycling banks which were to be removed from Hart District Council bring sites at the end May 2023 (including the Hawley Memorial Hall) will now remain in situ until approximately the end July 2023.

Councillors to further note that correspondence received from a resident of the Almshouses, Hawley Green asked whether the glass banks could be moved elsewhere on the Leisure Centre site due to the excessive noise created when residents deposit their glass.

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 22nd May 2023 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 22nd May 2023 not discussed elsewhere on this Agenda.

20 COTTAGE RENTAL

The Town Clerk will provide a verbal update on the progress of cottage renovations.

21 OTHER CONFIDENTIAL BUSINESS – NOT FOR DECISION