



NOTICE OF COUNCIL MEETING

**Annual Meeting of the Town Council
Monday 20th May 2024 at 7.15pm
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 May 2024

AGENDA

- 1. ELECTION OF CHAIR OF THE COUNCIL AND TO RECEIVE THE CHAIR'S SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FOR 2023/24**
 - 1.1 To receive nominations and to elect a Chair for the 2024/25 municipal year.
 - 1.2 To receive the Chairs signed Declaration of Acceptance for 2024/25.
- 2. ELECTION OF VICE CHAIR OF THE COUNCIL**
 - 2.1 To receive nominations and to elect a Vice Chair for the 2024/25 municipal year.
- 3. APOLOGIES FOR ABSENCE**

To receive any apologies for absence from the meeting
- 4. DECLARATIONS OF INTEREST**
 - 4.1 To receive declarations of interest for any item on the agenda
 - 4.1.1 To receive Member's Disclosable Pecuniary Interests forms 2024/25
Appendix A
- 5. COUNCILLORS QUESTIONS**

To receive questions from Town Councillors (prior notification preferred).
- 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 prior to the meeting (not exceeding 15 minutes).
- 7. MINUTES OF THE LAST MEETING**
 - 7.1 To Approve the Minutes of the Last Meeting**

To consider the minutes of the meetings held on 8th April 2024 and to authorise their signing as a true and correct record.

7.1 Matters Arising

To discuss any matters arising from the meetings of 8th April 2024 not discussed elsewhere on this Agenda.

8 REPORT OF THE CHAIR OF THE COUNCIL

9 STANDING COMMITTEES

9.1 To agree the following committees shall continue for 2024/25, the number of seats and to appoint Members (in accordance with Scheme of Delegation)

- Planning and Payments Committee
- Finance Committee
- Staffing Committee

9.2 Chairs of Standing Committees

To **RESOLVE** the appointment of the Chairs and Vice Chairs of the Standing Committees for 2024/25:

- Planning and Payments Committee
- Finance Committee
- Staffing Committee

10 COUNCIL REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

To Agree the appointment of Council Members to serve on outside and other bodies. Current list **Appendix B**

- a) Hampshire Association of Local Councils (HALC) – 2 places
- b) Hart District Association of Parish/Town Councils (HDAPTC) – 2 places
- c) Blackbushe Airport Consultative Committee – 1 place (plus reserve)
- d) Transport Local Representation - 1 place
- e) Blackwater Valley Countryside Partnership (BVCP) – 2 places (plus reserve)
- f) Yateley & Hawley Welfare Trust – 1 place
- g) Hawley Fayre Steering Committee – 2 places (plus reserve)
- h) Neighbourhood Plan Committee – to be agreed

11 COUNCILLOR VACANCY

Councillors to note the vacancy advert on the Council website, noticeboards and via social media with a closing date of 22nd May 2024.

Councillors to agree a date for an additional meeting of Full Council for co-option applications to be considered.

12 REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

To receive reports from representatives on outside and other bodies.

13 DISTRICT & COUNTY REPORTS

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

- Planning & Payments Committee Meeting held on 18th March 2023
- Planning & Payments Committee Meeting held on 8th April 2023
- Planning & Payments Committee Meeting held on 29th April 2023

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

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

15.2 Internal Auditor's Report for Year Ending 31/03/24

Councillors to note the following:

- AGAR (Annual Governance and Accountability Return) Annual Internal Audit Report 2023/24 **Appendix C**
- Internal Auditors Year End Audit Report **Appendix D**

15.3 End of Year Financial Report 2023/24

To note the contents of I&E report for period ended 31st March 2024.

Appendix E, Appendix E1

15.4 To Approve the Annual Governance Statement 2023/24

Members to review AGAR 'Section 1 – Annual Governance Statement 2023/24' and to RECOMMEND on the signing of 'Section 1 – Annual Governance Statement 2023/24'. **Appendix F**

15.5 To Approve the Accounting Statements 2023/24

Members to review AGAR 'Section 2 – Accounting Statements 2023/24' and to RECOMMEND on the signing of Section 2 – Accounting Statements 2023/24.

Appendix G

15.6 Exercise of Public Rights

Councillors to note the dates for the Exercise of Public Rights will be Monday 3rd June 2024 to Friday 12th July 2024, the date of the announcement will be Friday 31st May.

16 FINANCE 2024/25

16.2 Detailed Income and Expenditure Reports 30/04/2024

To note the contents of I&E report for period ended 30th April 2024.

Appendix H, Appendix H1

16.3 Bank Reconciliation 30/04/2024

To note the contents of Rialtas bank reconciliation report and sign Bank statements for period ended 30th April 2024. **Appendix I**

16.4 Outstanding Balances

To note the contents of the outstanding balance reports and agree to write-off unrecoverable debt in the amount of £421.23. **Appendix J, Appendix K**

16.5 Reserves Policy

- a) to review Reserves Policy – **Appendix L**
- b) to agree Council Reserves for 2024/25

16.5 UK Shared Prosperity Fund

To note that the Funding Agreement between Hart DC and the Council has been signed and returned. Council have received authority to proceed with the Leisure Centre Hall Upgrades, presenting invoices to Hart DC as work is completed. **Appendix M**

17 POLICY REVIEWS AND COMMITTEE TERMS OF REFERENCE

17.1 Councillor Code of Conduct 2024

Councillors to review and approve the Councillor Code of Conduct for the 2024/25 municipal year.

Appendix N

17.2 Financial Regulations, Standing Orders and Scheme of Delegation

Councillors NALC (National Association of Local Councils) have released an updated version of the Model Financial Regulations which have been extensively overhauled and updated to be more in line with current legislation

and requirements. Updated Model of Financial Regulations is attached at **Appendix O**

Councillors to note and offer views on the revised model Financial Regulations and note that the adapted Council version of these, alongside updated Standing Orders and Scheme of Delegation to be reviewed at the next meeting of the Council.

18 LENGTHSMAN SCHEME

Councillors to consider and agree membership of the Lengthsman Scheme jointly with Church Crookham Parish, Winchfield Parish, Eversley Parish with Yateley Town Council as the lead parish. Further information contained in **Appendix P**

19 BLACKWATER & HAWLEY NEIGHBOURHOOD WATCH

The chair of Blackwater & Hawley Neighbourhood Watch is stepping down and is unable to find anyone to take over the group which has around 20 active coordinators. Yateley Neighbourhood Watch would like to revitalise and run the group who work closely with Yateley local police and run with an annual grant from Yateley Town Council. Councillors to consider further discussions with Yateley Neighbourhood Watch and inviting them to a future meeting.

20 INFORMATION ITEMS

20.1 Town Clerk's Estates Report. **Appendix Q**

20.2 Buzz Article June 2024. **Appendix R**

21 OTHER BUSINESS – NOT FOR DECISION

22 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.

23 CONFIDENTIAL MINUTES

To consider the confidential minutes of the Town Council meeting held on 20th March 2023 and, if appropriate, to authorise their signing as a true and correct record.

24 MATTERS ARISING

To discuss any matters arising from the confidential minutes of 24th April 2023 not discussed elsewhere on this Agenda.

25 BLACKWATER CENTRE

25.1 Blackwater Car Park – verbal update

25.2 To consider Party Wall Notices

25.3 Lease – verbal update

26 OTHER CONFIDENTIAL BUSINESS – NOT FOR DECISION