



NOTICE OF COUNCIL MEETING

**Annual Meeting of the Town Council
Monday 24th April 2023 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

15th May 2023

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 2023/24 municipal year.
 - 1.2 To receive the Chairs signed Declaration of Acceptance for 2023/24.
- 2. ELECTION OF VICE CHAIR OF THE COUNCIL**
 - 2.1 To receive nominations and to elect a Vice Chair for the 2023/24 municipal year.
- 3. APOLOGIES FOR ABSENCE**

To receive any apologies for absence from the meeting
- 4. DECLARATIONS OF INTEREST**
 - 4.1.1 To receive Declaration of Acceptance of Office by Members elected 4th May 2023 **Appendix A**
 - 4.2 To receive declarations of interest for any item on the agenda
 - 4.3 To receive forms for disclosable pecuniary interests for Members **Appendix B**
- 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 24th April 2023 and to authorise their signing as a true and correct record.

7.1 Matters Arising

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

8 WELCOME AND REPORT OF THE CHAIR OF THE COUNCIL

9 COUNCIL COMMITTEE MEMBERSHIP, CHAIRS & VICE CHAIRS

To agree the number of places on each committee, to appoint Members, Chairs and Vice Chairs for the Council's Committees:

- 9.1 Planning & Payments Committee
- 9.2 Finance Committee
- 9.3 Staffing Committee

10 COUNCIL REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

To Agree the appointment of Council Members to serve on outside and other bodies as follows:

- 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 REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

To receive reports from representatives on outside and other bodies from 2022/23.

12 DISTRICT & COUNTY REPORTS

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

- Planning & Payments Committee Meeting held on 24th April 2023

14 GENERAL POWER OF COMPETENCE

To confirm eligibility and to adopt the General Power of Competence.

15 FINANCE

15.1 Detailed Income and Expenditure Reports 30/04/2023

To note the contents of I&E report for period ended 30th April 2023.

Appendix C

15.2 Bank – Cash and Investment Reconciliation as at 30/04/2023

To note the contents of bank reconciliation report 30th April 2023.

Appendix D

15.3 End of Year Financial Report 2022/23

To note final detailed Income & Expenditure Report for year ending 31st

March 2023 to be examined by Internal Audit on 1st June 2023. **Appendix E**

16 BANK SIGNATORIES

To agree and approve bank signatories for 2023/24 and sign relevant bank mandate forms.

All Councillors were appointed signatories in 2022/23

17 POLICY REVIEWS AND COMMITTEE TERMS OF REFERENCE

17.1 To review and approve the Council's Standing Orders

Further to Minute C5187 of the Council Meeting on 24th April 2023, where Councillors resolved to postpone adoption of the revised Standing Orders, Councillors to review and approve the Draft Standing Orders (based on NALC's model). **Appendix F**

17.2 To review and approve the Council's Financial Regulations

Previously agreed at Minute C5145 of the Council Meeting held on 20th February 2023. **Appendix G**

17.3 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. **Appendix H**

18 CADET CORPS

Further to Minute C5190 of Council Meeting held on 24th April 2023, Councillors to consider the proposal received from representatives of the Cadet Corp in connection with use of the old play area/compound. **Appendix I**

19 INFORMATION ITEMS

19.1 Town Clerk's Estates Report **Appendix J**

19.2 Buzz Article June 2023 **Appendix K**

19.3 Councillors to note that glass recycling banks are to be removed from all Hart District Council bring sites at the end May 2023 including those sited at Hawley Memorial Hall.

20 OTHER BUSINESS – NOT FOR DECISION

21 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.

22 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.

23 MATTERS ARISING

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

24 COTTAGE RENTAL

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

25 OTHER CONFIDENTIAL BUSINESS – NOT FOR DECISION