



NOTICE OF COUNCIL MEETING

**Meeting of the Town Council
Monday 24th April 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.

To aid public participation during COVID, members of the public may email or call the office to submit any comments or questions for the Council by 3pm on 24th April 2023 if they do not wish to attend in person. Agendas and minutes are available at www.blackwaterandhawleytowncouncil.gov.uk

J Shaw

17th April 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 Councillors.
- 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 by 3pm on 24th April 2023 (not exceeding 15 minutes).
- 5. MINUTES OF THE LAST MEETING**
 - a) To Approve the Minutes of the Last Meeting**
To consider the minutes of the meetings held on 20th March 2023 and to authorise their signing as a true and correct record.
 - b) Matters Arising**
To discuss any matters arising from the meetings of 20th March 2022 not discussed elsewhere on this Agenda.
- 6. REPORT OF THE CHAIR OF THE COUNCIL**
- 7. REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES**

8. TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES

- Planning & Payments Committee Meeting held on 20th March 2023
- Planning & Payments Committee Meeting held on 3rd April 2023

9. FINANCE

a) Detailed Income and Expenditure Reports 31/03/2023

Councillors to note the contents of the I&E report for the period ended 31st March 2023. **Appendix A**

b) Bank – Cash and Investment Reconciliation as at 31/03/2023

Councillors to note the contents of the bank reconciliation report dated 31st March 2023. **Appendix B**

c) Insurance Claim – Memorial Hall Damage

- **Claim Settlement** - Councillors to note that the insurance claim following the malicious damage break-in on 29th November 2022 has been settled in the amount of £13,284.97.
- **Window Repairs** – Camberley Glass & Windows have been requested to make the repairs to the windows at a cost of £8,239 (inc VAT) following email confirmation from Councillors requesting approval for pre-payment. Town Clerk to provide a verbal report on the progress of repairs.

d) Council Fleet Insurance 2023/24

Councillors to note that, following review, the Fleet Insurance Policy has been renewed from 1st April 2023 at a cost of £1,313.00 with ERS via James Hallam Council Guard.

e) Council Insurance 2023/24

Councillors to note that, following review, the Council's Insurance Policy has been renewed as follows:

- 1st April – 14th April 2023 with Aviva via BHIB Councils Insurance at a cost of £190.04
- 15th April 2023 – 14th April 2024 with Aviva via BHIB Councils Insurance at a cost of £6,777.39

f) Annual Risk Review 2022/23

Further to Minute F2445 at the Finance Committee Meeting on 7th November 2022 and the resolution to approve the Risk Review 2022/23, Councillors to approve the contents of the Annual Risk Review 2022/23. **Appendix C**

g) Internal Audit

Councillors to note that the end of year Internal Audit will be carried out on 1st June 2023 by Mulberry & Co.

10. RIALTAS BOOKINGS PACKAGE

At Minute C4858 of the Council Meeting held on 21st June 2021, Councillors resolved to purchase the Rialtas Facilities Booking package at an initial cost of £1,242 (plus VAT) including training, with ongoing annual costs of £371 (plus VAT). This cost has now risen to £1,700 (plus VAT) including training, with ongoing annual costs of £400. There is also the possibility to purchase a website integration module offering a diary available on the Council website however, there is no possibility of on-line booking currently.

This system, which integrates with the current Rialtas Omega Finance Package, would ensure real-time information on bookings, clarity and consistency of financial information, and a reduction in the number of processes currently undertaken leading to staff time efficiencies.

Owing to the increase in costs, Councillors to discuss and confirm the resolution to purchase the Rialtas Bookings Package for installation as soon as possible.

11. HAWLEY CEMETERY

Councillors to receive and consider the contents of a written report from the Town Clerk on the current issues facing the cemetery and possible future actions.

Appendix D

12. ESTATES REPORT

Councillors to receive and consider the contents of a written report from the Town Clerk on the work which has taken place since the last Estates Report of the Council and any future work for discussion. **Appendix E**

13. STANDING ORDERS

Following changes in legislation since the current Standing Orders of the Council were adopted, Councillors to review and consider adopting the Draft Standing Orders attached based on the NALC model Standing Orders. **Appendix F**

14. CCTV POLICY

Following the installation of a new CCTV system in the Memorial Hall, Councillors should note that surveillance camera technology provides increased potential for gathering and use of images and associated information which are covered by several pieces of legislation. The Council should be aware of GDPR legislation and the Surveillance Camera Code of Practice. The Council's decision to use camera technology must be clearly documented as to its purpose, the nature of the surveillance and justification.

Councillors to consider the Draft Council CCTV Policy attached to this agenda and adopt if appropriate. **Appendix G**

15. BLACKWATER BUZZ

Councillors to note the contents of the article submitted by the Town Clerk for the May 2023 edition of the Blackwater Buzz. **Appendix H**

16. CADET CORPS

The Council received an enquiry about the possibility of establishing a Cadet Corps group at Hawley Leisure Centre with the aim of catering for young people between the ages of 6-18 years of age of all abilities and backgrounds offering a wide range of life skills in a mixture of military, practical and fun style activities. Further details are attached at **Appendix I**

Following discussions and an on-site meeting with the Chair, the group has expressed an interest in using the old play area/compound for bushcraft with a view to acquiring funding to install a building as soon as possible.

Councillors to consider and approve Cadet Corps use of this area with a view to installing a building in the future.

17. CORONATION EVENTS

Town Clerk to provide an update on the Council's Coronation Events at the meeting.

18. BLACKWATER PLANTERS – HAMPSHIRE COUNTY COUNCIL, CULTIVATION LICENCE

Further to Council Minute C5150 where the resolution stated that the Council renew the Cultivation Licence for the Blackwater Planters, correspondence received from Hampshire CC states that as the existing planting appears to be 'taller than 600mm (2 feet) at these locations', they are unable to approve the licence in current form. In requesting the licence, the Council agrees to Planting Cultivation Conditions attached. **Appendix J**

Councillors to consider future actions with regard to the Cultivation Licence for Blackwater Planters.

19. OTHER BUSINESS – NOT FOR DECISION

20. 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.

21. 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.

22. MATTERS ARISING

To discuss any matters arising from the confidential minutes of 20th March 2023 not discussed elsewhere on this Agenda.

23. COTTAGE RENTAL

- a) Update on progress of renovations
- b) Cottage Lease

24. COFFEE SHOP

The Town Clerk to provide a written report on the Coffee Shop. **Appendix K**

25. OTHER CONFIDENTIAL BUSINESS – NOT FOR DECISION