



BLACKWATER AND HAWLEY TOWN COUNCIL

Minutes of the Meeting of the Town Council held on Monday 24th April 2023 immediately following the Planning & Payments Committee Meeting Memorial Hall, Hawley Green GU17 9BW

Present – Councillors:

Brian Blewett
Adrian Collett
Dave Lister
Terry Hunt
Trish Monks (Chair)
Sara Usher

In attendance:

Jo Shaw (Town Clerk)

C5175 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bob Harward.

C5176 DECLARATIONS OF INTEREST

There were no Councillor declarations of interest.

C5177 COUNCILLORS QUESTIONS

There were no questions from Councillors.

C5178 DEMOCRATIC FIFTEEN MINUTES

No questions or comments were received from members of the public.

C5179 MINUTES OF THE LAST MEETING

a) To Approve the Minutes of the Last Meeting

The minutes of the meeting held on 20th March 2023, were confirmed as a true record and duly signed.

b) Matters Arising

There were no matters arising from the minutes of the meeting held on 20th March 2023.

C5180 REPORT OF THE CHAIR OF THE COUNCIL

Councillor Trish Monks reported the:

Barriers Blackwater Town Centre – Hampshire CCC contractors mended the barriers in Blackwater Town Centre.

Traveller Transit Sites – Mark Jaggard, Head of Place, Hart District Council responded stating that transit sites/s would be provided if land were made available for the purpose.

Crest Nicholson – following the appeals decision on the planning application removing developer contributions for local infrastructure, a negative email response had been received from the Hawley Park Farm developer to the request from the Chair asking for a funding contribution toward Council facilities.

C5181 REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

HDAPTC – Councillor Trish Monks reported attendance at the meeting at the Harlington Centre, Fleet on 18th April.

C5182 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES

- The Minutes of the Planning & Payments Committee Meeting held on 20th March 2023 were received.
- The Minutes of the Planning & Payments Committee Meeting held on 3rd April 2023 were received.

C5183 FINANCE

1. Detailed Income and Expenditure Reports 31/03/2023

Councillors noted the contents of the draft I&E Report for the period ended 31st March 2023.

2. Bank – Cash Investment Reconciliation as at 31/03/2023

Councillors noted the contents of the bank reconciliation report dated 31st March 2023.

3. Insurance Claim – Memorial Hall Damage

- **Claim Settlement** - Councillors noted that the insurance claim following the malicious damage break-in on 29th November 2022 had been settled in the amount of £13,284.97.
- **Window Repairs** – Camberley Glass & Windows will effect repairs to the windows at a cost of £8,239 (inc VAT) following email confirmation from Councillors requesting approval for pre-payment.

4. Council Fleet Insurance 2023/24

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

5. Council Insurance 2023/24

Councillors noted that, following review, the Council's Insurance Policy had 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

6. 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

RESOLVED to approve the contents of the Annual Risk Review 2022/23

7. Internal Audit

Councillors noted the Mulberry & Co Internal Audit would take place on 1st June 2023.

Signed Chair

C5184 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).

The system integrates with the existing Rialtas Omega Finance Package and would offer real-time information on bookings, clarity and consistency of financial information, and reduction in the number of processes currently undertaken leading to staff time efficiencies. A website integration module offers diary availability on the Council website but without the possibility of on-line booking.

Following an increase in cost to £1,700 (plus VAT) including training, with ongoing annual costs of £400 Councillors reconsidered the previous resolution and

RESOLVED to purchase the Rialtas Facilities Booking Package at a cost of £1,700 (plus VAT) and associated ongoing annual costs with immediate effect.

C5185 HAWLEY CEMETERY

Following attendance by the Town Clerk at ICCM (Institute of Cemetery & Crematorium Management) training on the management of memorials, Councillors noted the contents of a written report from the Town Clerk detailing several significant issues which had arisen at the cemetery including:

- The issues with retaining the cemetery with its original designation as a lawn cemetery
- Unauthorised headstones/additions
- Implementation of a system for memorial inspections
- Perimeter tree maintenance

Following extensive discussions, Councillors

RESOLVED

1. to purchase the Rialtas Cemetery & Memorial Management Software at a cost of £1,675 (plus VAT) and associated ongoing annual costs with immediate effect.
2. To obtain quotes for the removal of leylandii trees bordering the cemetery
3. To consider further actions to be taken at a future meeting of the Council

C5186 ESTATES REPORT

Coffee Shop on the Green

The Town Clerk reported that the last two months had shown an increase in sales following the return of weekend football and improvement in the weather. Groups continue to use the Coffee Shop as a base and Hart Health Walks had indicated a weekly walk will start/end will be based here imminently.

A new till (together with price increases) will shortly be installed and staff training will take place as appropriate. A bespoke counter installation will commence when staff time allowed.

Inn on The Green

Sales continue to increase with the good weather especially on a Friday with the attendance of the pizza van. Future events including Hawley FC Presentation Evening, Coronation events, the return of Frimley Phoenix cricket in May and Fun on the Field in July would hope to boost sales further. Councillors noted the contents of the most recent stocktake.

Signed Chair

Memorial Hall

Following settlement of the insurance claim, the windows replacement had been booked for May. Installation of the new CCTV system covering the car park and more of the outside areas appears to have deterred further vandalism and anti-social behaviour. Completion of the bar refurbishment work will also take place during May.

Function enquiries had significantly reduced, possibly due to the dilapidated appearance of the Memorial Hall and an advertising campaign will be carried out over the next few months to attract further bookings.

The Town Clerk received notification from the Waste & Recycling Officer, Joint Waste Client Team at Basingstoke & Deane BC & Hart DC advising that they would be installing foil recycling banks next to the existing recycling banks in the Memorial Hall car park during April. The banks will be managed by Hampshire CC and one of their contractors will be emptying them periodically.

Leisure Centre

Hall hire bookings are steady but not increasing and any advertising campaign will also include Leisure Centre room hire.

Staff had been working on reducing costs for cleaning materials and making cleaning easier and to this end, an agreement has been reached with Comax which includes new free toilet paper holders and soap dispensers which will be rolled out across the site.

The former gym is now clear of equipment and quotes/plans are being put in place to replace carpet with a hard, washable flooring, infra-red heaters to replace the radiators, decorate and install a mirrored wall so that the space can be used as a dance studio.

Squash bookings and income had reduced, however Camberley Squash Club has increased in numbers and their free sessions are proving popular.

Sports Pitches

With the late start to the season due to the condition of the sports field, and a high number of rainy Saturday mornings, sports pitch income had also reduced.

The end of season pitch maintenance has taken place. There are plans to re-install the cricket nets which were damaged. Frimley Phoenix CC have offered to have a working party to help with the installation.

Play Park

Repairs to remove the tornado slide and circus tent, and make good the floor area are expected 20th/21st April.

Blackwater Town Centre Flowers

A quote is awaited from Lindum Nurseries for the summer hanging baskets, railing planters and box tubs at Blackwater Town Centre. The empty containers will be dropped to them in due course and hopefully the flowers will be amazing again this summer.

Signed Chair

C5187 STANDING ORDERS

Councillors noted the Draft Standing Orders (based on the NALC model Standing Orders) provided by the Town Clerk and

RESOLVED to postpone review and adoption of revised Standing Orders until the next Meeting of the Council.

C5188 CCTV POLICY

Following the installation of a new CCTV system in the Memorial Hall, Councillors noted the contents of the draft Council CCTV Policy and

RESOLVED to adopt the CCTV Policy with immediate effect.

C5189 BLACKWATER BUZZ

Councillors noted the contents of the article submitted by the Town Clerk for the May 2023 edition of the Blackwater Buzz.

C5190 CADET CORPS

Councillors noted the enquiry asking about the possibility of establishing a Cadet Corps group at Hawley Leisure Centre. The aim would be to cater 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.

Following discussion with the Chair, the group had expressed 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 considered the proposal and

RESOLVED to approve use of the area in principle by the Cadet Corps, subject to receipt of further details and discussion at a future Council meeting.

C5191 CORONATION EVENTS

The Town Clerk confirmed the following events had been arranged:

- Inflatable outside screen to watch the Coronation Service on sports field with free tea and cake – Saturday 6th May
- Big Coronation Lunch, all residents invited with music, BBQ – Sunday 7th May from 12.30pm
- Coronation Concert on inflatable outside screen on the evening of Sunday 7th May

C5192 BLACKWATER PLANTERS – HAMPSHIRE COUNTY COUNCIL, CULTIVATION LICENCE

Following resolution at Council Minute C5150 to renew the Cultivation Licence for the Blackwater Planters, recent correspondence from Hampshire CC stated that the existing planting appears to be 'taller than 600mm (2 feet) at these locations', and that they were unable to approve the licence in current form.

RESOLVED that Council staff undertake the work required to reduce the height of the planting in order for the licence renewal to take place.

C5193 OTHER BUSINESS – NOT FOR DECISION

Councillors offered their thanks to Councillor Adrian Collett for his time on the Town Council and presented him with a gift.

Signed Chair

C5194 EXCLUSION OF THE PUBLIC & PRESS

RESOLVED that, in view of the confidential nature of the business to be transacted, it was advisable that the public and press were temporarily excluded and asked to withdraw for remaining items on the Agenda.

C5195 CONFIDENTIAL MINUTES

C5196 MATTERS ARISING

C5197 COTTAGE RENTAL

C5198 COFFEE SHOP

C5199 OTHER CONFIDENTIAL BUSINESS - NOT FOR DECISION

The meeting ended at 9.44pm

Signed Chair