



NOTICE OF COUNCIL MEETING

**Meeting of the Town Council
Monday 25th April 2022 immediately following the Planning and Payments
Committee Meeting
Coffee Shop on the Green, Hawley Leisure Centre,
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 25th April 2022 if they do not wish to attend in person. Agendas and minutes are available at www.blackwaterandhawleytowncouncil.gov.uk

J Shaw

Jo Shaw

20th April 2022

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive any apologies for absence from the meeting
- 2. DECLARATIONS OF INTEREST**
- 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 25th April 2022 (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 meeting held on 21st March 2022 and to authorise their signing as a true and correct record.
 - b) Matters Arising**
To discuss any matters arising from the meeting of 21st 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 11th April 2022

9. ESTATES REPORT

Councillors to receive verbal updates from the Town Clerk on the status of the following items:-

9.1 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 meeting of the Council and any future work for discussion. **Appendix A**

9.2 Asbestos Survey

The Town Clerk to provide a verbal report on the work which has taken place in connection with the asbestos removal at the Memorial Hall.

9.3 Queen's Platinum Jubilee Celebrations

The Town Clerk to provide an update on the current status of the arrangements for the Council's platinum jubilee celebrations.

9.4 Reggae Festival – 30th July 2022

Councillors to note that this event has been cancelled by the organisers.

9.5 EICR (Electrical Installation Condition Report) 5 Year Fixed Wiring Test

Councillors to receive and consider the contents of a written report and initial quotes for work in connection with achieving an EICR to ensure compliance with national safety standards. **Appendix B**

10. FINANCE

a) Draft Detailed Income and Expenditure Reports 31/03/2022

Councillors to note the contents of the draft I& E report dated 31st March 2022. **Appendix C**

b) Bank – Draft Cash and Investment Reconciliation 31/03/2022

Councillors to note the contents of the draft reconciliation report dated 31st March 2022. **Appendix D**

c) Insurance 2022-23

To confirm Town Council insurers for 2022-23. **Appendix E**

12. OTHER BUSINESS – NOT FOR DECISION

13. 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.

14. CONFIDENTIAL MINUTES

To consider the confidential minutes of the Town Council meeting held on 21st March 2022 and, if appropriate, to authorise their signing as a true and correct record.

15. MATTERS ARISING

To discuss any matters arising from the confidential minutes of 21st March 2022 not discussed elsewhere on this Agenda.

16. ANNUAL STAFF APPRAISALS

The Town Clerk to provide a verbal update on annual staff appraisals.

17. COFFEE SHOP STAFFING

The Town Clerk to provide a verbal update on Coffee Shop staff.

18. ANY OTHER BUSINESS