



All Members of WHITEHILL TOWN COUNCIL are summoned to attend Meeting of WHITEHILL TOWN COUNCIL due to be held on Monday 11th June 2018 at 7.30pm in THE COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, HAMPSHIRE.

COUNCIL MEMBERS:

Cllr I Georgii	Chase	Cllr T Muldoon	Deadwater
Cllr Miss S Pond	Chase	Cllr P Davies	Hogmoor
Cllr M Davison	Chase	Cllr C Mitchell	Hogmoor
Cllr D Sanders	Pinewood	Cllr R Russell	Hogmoor
Cllr L Scott	Pinewood	Cllr A Carew	Walldown
Cllr A Waterhouse	Pinewood	Cllr Mrs L Malikoff-Johnston	Walldown
Cllr A Tree	Deadwater	Cllr Mrs L Webber	Walldown
Cllr C Leach	Deadwater		

The Council requires 5 voting Members to be quorate

(If any Member of the Council is unable to attend the meeting, please advise the office as soon as possible)

A G E N D A

Item		Page No
2.023	APOLOGIES -	
2.024	DECLARATIONS OF INTEREST – Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business of the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.	
2.025	CHAIRMAN’S ANNOUNCEMENTS	
2.026	CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING Minutes of the Meetings held on 21 st May 2018, previously circulated. FOR APPROVAL	
2.027	ADJOURNMENT FOR TEN MINUTE QUESTION TIME Members of the public are invited to ask questions. <i>(Refer to Standing Orders 3d-k. Any public questions should be notified at least two clear working days before the meeting and an answer will be provided at the meeting wherever possible).</i>	
2.028	COMMITTEE MINUTES a) Minutes of the Planning & Highways Committee held on 2 nd May 2017; Previously circulated. TO BE ADOPTED	

2.029	<p>APPROVAL OF PAYMENTS To approve the schedule of payments approved by cheque signatories at the Staffing Committee held on 7th June 2018.</p> <p>FOR DECISION</p>	
2.030	<p>INTERNAL AUDIT REPORT Audit undertaken on 17th May. Report by the Internal Auditor (pages 4-5) and Town Clerk's report (pages 6-8), including the recommendations:</p> <ul style="list-style-type: none"> - To consider moving to a new payroll provider. 6 - To adopt a revised Grants Aid Policy. 9-13 - To delegate the task of reviewing the Council's Asset Register and producing an inventory to the Amenities Committee. 7 - To consider whether to remove political affiliations of Councillors from the website. 7 <p>FOR INFORMATION & APPROVAL</p>	4-5 6-8 6 9-13 7 7
2.031	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 -</p> <p>Each smaller authority is required by law:</p> <ul style="list-style-type: none"> - To prepare Accounting Statements for the year ended 31 March 2018 in the form required by proper practices (the Annual Governance and Accountability Return (AGAR)). - To approve and publish the AGAR including the Accounting Statements. - To provide for the exercise of public rights. - To publish the AGA, including the signed external audit report, by 30 September 2018. <p>ANNUAL GOVERNANCE STATEMENT 2017/18 To consider and approve the Annual Governance Statement 2017/18, to be signed by the Chairman and Clerk.</p> <p>FOR APPROVAL</p>	17
2.032	<p>ACCOUNTING STATEMENTS 2017/18</p> <p>To consider and approve and the Accounting Statements 2017/18 as signed by the Responsible Finance Officer, to be signed by the Chairman at the meeting.</p> <p>FOR APPROVAL</p>	14-19
2.033	<p>WHITEHILL & BORDON COMMUNITY TRUST To consider Cllr Waterhouse's progress report on the Whitehill & Bordon Community Trust.</p> <p>FOR INFORMATION</p>	20
2.034	<p>COUNCIL GOVERNANCE REVIEW In 2017, the Council agreed a priority to undertake a review of governance structure and processes (Strategic Plan priority PR2). 2018/19 appointments to positions, committees and sub-committees were made at the Annual Council meeting on 21st May which has identified that that some Councillors have not put themselves forward for any committees, some committees are not meeting minimum memberships and some committees are delegating tasks to working parties comprising of more members than the committee. It is proposed that the governance review is undertaken as soon as possible and the task is delegated to the Advisory Policy Group.</p> <p>FOR DECISION</p>	

2.035	APPOINTMENTS TO COMMITTEES & WORKING PARTIES To approve the revised membership of Committees and Working Parties. FOR DECISION	21
2.036	REPRESENTATION ON OUTSIDE BODIES To consider nominations for the vacant positions. FOR DECISION	22
2.037	TO RECEIVE THE REPORTS/MINUTES ON OUTSIDE BODIES i) Minutes of the Conde Link Twinning Association Annual General Meeting 08.05.18	23-25
2.038	EXEMPT SESSION Pursuant to paragraph 4 of Part I of Schedule 12A (as amended) to the Local Government Act 1972 Section it is likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public are present during that item there would be disclosure to them of exempt information relating to consultations or negotiations. FOR DECISION	
2.039	TOWN CLERK REPORT FROM MEETINGS FOR DISCUSSION & INFORMATION	26-30
2.040	VERBAL UPDATE FROM THE STAFFING COMMITTEE	
2.041	DATES OF MEETINGS (all Monday's unless otherwise noted) 2018 – 16th July, 3rd September, 8th October, 5th November, 10th December. All at 7.30pm in the Council Chamber, Forest Community Centre, Pinehill Road, Bordon.	

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Andrea Mann
Town Clerk

4th June 2018