



All Members of WHITEHILL TOWN COUNCIL are summoned to attend the Full Council Meeting of WHITEHILL TOWN COUNCIL due to be held on Monday 27<sup>th</sup> January 2020 at **7.00pm** in THE COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, HAMPSHIRE.

Mayor and Chairman of Council: Cllr C. Clark Deputy Mayor and Vice Chairman of Council: Cllr L. Scott  
 Leader of Council: Cllr A. Tree Deputy Leader of Council: Cllr O. Kennard

**COUNCIL MEMBERS:**

Cllr Ms. K. Anscomb	Chase	Cllr J. Brand	Hogmoor
Cllr J. Chandler	Chase	Cllr J. Fryer	Hogmoor
Cllr Ms. C. Clark	Chase	Cllr R. Russell	Hogmoor
Cllr Ms. O. Kennard	Chase	Cllr M. Steevens	Hogmoor
Cllr D. Sanders	Chase	Cllr Ms. T. Strickland	Hogmoor
Cllr J. Toovey	Chase	Cllr A. Dawson	Pinewood
Cllr A. Tree	Chase	Cllr L. Scott	Pinewood
		Cllr J. Strickland	Pinewood

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)*

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meetings) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings, due to the confidential nature of business to be discussed. The press and public may not speak when the council is in session but are invited to speak on agenda items when invited by the Chairman within agenda item entitled "Public Session". It would be helpful if you could notify the office in advance of the meeting of your wish to speak. Thank you.

Please know that all council meetings where decisions are made will include the opportunity for the public to contribute. Members of the public may also visit the council office, telephone or write to the office with any Town Council related questions, suggestions or concerns.

# A G E N D A

Item		Page No
4.074	<b>TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE</b>	
4.075	<p><b>DECLARATIONS OF INTEREST</b></p> <p>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.</p> <p>See Code of Conduct (available on website – publications page)</p>	

4.076	<b>CHAIRMAN'S ANNOUNCEMENTS</b>  <b>FOR INFORMATION</b>	
4.077	<b>LEADER'S ANNOUNCEMENTS</b>  <b>FOR INFORMATION</b>	
4.078	<b>PUBLIC SESSION</b> Members of the Public are invited to speak on matters relating to agenda items for the meeting to inform councillor discussions/decisions. 10 minutes set aside.  <b>FOR INFORMATION</b>	
4.079	<b>TO RECEIVE THE REPORT OF THE COUNTY COUNCILLOR</b>  <b>FOR INFORMATION</b>	
4.080	<b>TO RECEIVE THE REPORT OF THE DISTRICT COUNCILLORS</b>  <b>FOR INFORMATION</b>	
4.081	<b>CONFIRMATION OF MINUTES OF THE PREVIOUS FULL COUNCIL MEETING</b> Minutes of the Meeting held on 9 <sup>th</sup> September 2019, previously circulated.  <b>FOR APPROVAL</b>	
4.082	<b>COMMITTEE MINUTES</b> To adopt confirmed minutes from previous Executive Committee meetings  <ul style="list-style-type: none"> <li>• 7<sup>th</sup> November 2019</li> </ul> <b>TO ADOPT</b>	
4.083	<b>APPOINTMENT OF TOWN CLERK AND GENERAL MANAGER</b>  To confirm that Lorraine Jeffs has been appointed with a job title of Town Clerk, General Manager and RFO; and to confirm Lorraine as Proper Officer for the Council. Lorraine's starting date is 17 <sup>th</sup> February 2020.  <b>FOR INFORMATION</b>	
4.084	<b>LINE MANAGEMENT OF TOWN CLERK</b> The new Town Clerk is employed by Whitehill Town Council as a corporate body and no individual member can have delegated authority to make decisions and thus instruct the Town Clerk (or any officer) as a Line Manager. The Executive Committee has resolved the following, when ratifying the contract of employment for the new Town Clerk on 7th Jan 2020 11.263.  <ol style="list-style-type: none"> <li>1 The Executive Committee is collectively the Line Manager for the Town Clerk</li> <li>2. The Leader of Council (as automatic Chairman of the Executive Committee) shall be the representative of the Executive Committee for the purpose of liaising with the Town Clerk on its behalf.</li> <li>3. The Town Clerk should consult with the Leader of Council on decisions delegated to them that may affect policy or significant Council working.</li> <li>4. Standing orders allow the Deputy Leader (who is automatically Vice-Chairman of the Executive Committee) to fulfil the functions of Leader, in their absence.</li> <li>5. The Town Clerk must follow lawful instructions from their Line Manager.</li> </ol> <b>FOR INFORMATION</b>	

4.085	<p><b>EXECUTIVE COMMITTEE MEMBERSHIP</b></p> <p>Following the resignation from Executive Committee of Cllr Roger Russell and Cllr Adam Dawson, members are asked to propose and agree 2 replacements.</p> <p><b>FOR DISCUSSION &amp; DECISION</b></p>	
4.086	<p><b>STANDING ORDERS (Planning Sub-Committee Substitutes)</b></p> <p>Members are asked to consider amending standing orders sub-clause 4.d.v. with wording as follows:  "may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer <u>3</u> days before the meeting that they are unable to attend;"</p> <p><b>FOR DISCUSSION AND DECISION</b></p>	
4.087	<p><b>RESERVE MEMBERS FOR PLANNING SUB-COMMITTEE</b></p> <p>To propose and agree reserve members for the Planning Sub-Committee, who can be called upon with 3 days' notice.</p> <p><b>FOR DISCUSSION AND DECISION</b></p>	
4.088	<p><b>REVIEW OF OUTSIDE BODY REPRESENTATIVES</b></p> <p><b>FOR DISCUSSION AND DECISION</b></p>	
4.089	<p><b>SIGNATORIES FOR UNITED TRUST ACCOUNT</b></p> <p>To agree four new signatories for the United Trust Account. Members or Officers must be prepared to provide personal details to validate identification documents.</p> <p><b>FOR DISCUSSION AND DECISION</b></p>	
4.090	<p><b>VIREMENT OF EMR's</b></p> <p>To ratify the virement of EMR's agreed by the Executive Committee to cover expenditure, for which the EMRs were put aside.</p> <p><b>FOR RATIFICATION</b></p>	
4.091	<p><b>BUDGET AND PRECEPT</b></p> <p>To review and agree the draft BUDGET and associated PRECEPT FOR 2020/21</p> <p>Leader to introduce recommendation from Executive Committee</p> <p><b>FOR DISCUSSION AND DECISION</b></p>	
4.092	<p><b>INTERNAL AUDITOR'S REPORT</b></p> <p>To discuss the Internal Auditor's Report and make any recommendations</p> <p><b>FOR DISCUSSION AND DECISION</b></p>	
4.093	<p><b>FINANCIAL RISK MANAGEMENT RECORD</b></p> <p>To review and agree the Financial Risk Management Record</p> <p><b>FOR DISCUSSION AND DECISION</b></p>	

4.094	<p><b>APPROVAL OF PAYMENTS</b> To approve the payments schedule for the period :</p> <ul style="list-style-type: none"> <li>Dated 10<sup>th</sup> to 18<sup>th</sup> December 2019</li> </ul> <p><b>FOR APPROVAL</b></p>	
4.095	<p><b>UPDATE ON ACTIONS AGREED AT PREVIOUS FULL COUNCIL MEETINGS</b></p> <p><b>FOR INFORMATION ONLY</b></p>	
4.096	<p><b>RESIGNATION FROM POSITION OF LOCUM MANAGER &amp; RFO</b></p> <p>The Locum Manager and RFO has served notice on her contract with the Council.</p> <p><b>FOR INFORMATION</b></p>	
4.097	<p><b>V.E. DAY 75<sup>th</sup> ANNIVERSARY COMMEMORATIONS – MAY 2020</b></p> <p>Commemorations have been suggested within the Town - by local groups working in collaboration. (Item requested by Councillor Ms B. Kennard)</p> <p><b>FOR DISCUSSION AND DECISION</b></p>	
4.098	<p><b>EXEMPT MATTERS</b></p> <p>To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion regarding items relating to staffing and tenders; where publicity might be prejudicial to the special nature of the business.</p> <p><b>FOR DECISION</b></p>	
4.099	<p><b>STAFFING MATTERS</b></p> <p>To confirm the salary of the new Town Clerk &amp; RFO, to discuss and agree the way forward in consideration of the appointment of a new Deputy Town Clerk, and Locum Clerk support for the interim period. To include the potential appointment of a Locum to cover Planning, with immediate effect.</p> <p>To advise the salary of the new Town Clerk &amp; RFO, and the way forward agreed by Executive Committee, in consideration of the appointment of a new Deputy Town Clerk, and Locum Clerk support for the interim period.</p> <p><b>FOR INFORMATION</b></p>	
4.100	<p><b>DATE OF NEXT MEETING</b></p> <p>Annual Town Council Monday 18<sup>th</sup> May 2020</p> <p>Held in the Council Chamber, Forest Community Centre, Pinehill Road, Bordon, Hampshire @ 7.00pm, unless otherwise indicated on the agenda.</p>	

Enquiries to: - Whitehill Town Council, Council Offices, Forest Community Centre, Pinehill Road, Bordon, GU35 0BS Tel: 01420 473123 Fax: 01420 479475  
Email: [info@whitehilltowncouncil.gov.uk](mailto:info@whitehilltowncouncil.gov.uk), website: [www.whitehilltowncouncil.gov.uk](http://www.whitehilltowncouncil.gov.uk)

*D. Melsome*

David Melsome  
Deputy Town Clerk

22 January 2020