



WHITEHILL TOWN COUNCIL



MINUTES OF THE MEETING OF WHITEHILL TOWN COUNCIL, held on MONDAY 15 APRIL 2019 at 7.30 pm in the COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, GU35 0BS.

COUNCIL MEMBERS

Present: Councillors A Carew, P Davies, M Davison, I Georgii, C Leach, C Mitchell, T Muldoon, Miss S Pond, R Russell, D Sanders, and Mrs L Webber.

In attendance: David Melsome, Deputy Town Clerk.

Item		Action
13.200	APOLOGIES – Ms L Malikoff-Johnston, Cllr A Tree. Not in attendance: Cllr L Scott.	
13.201	DECLARATIONS OF INTEREST – None.	
13.202	CHAIRMAN’S ANNOUNCEMENTS – The Chairman thanked the Members for making her year an enjoyable experience, and as this was the final meeting of the administration, for their work on behalf of the community over the four years. Also, she reminded those on Planning and Highways Committee that the next meeting would take place on Tuesday 23 rd April 2019. The Chairman stated that it was necessary to move into Exempt session towards the end of the Meeting, not originally scheduled within the Agenda. (Proposed by Councillor M. Davison, Seconded by Councillor T. Muldoon, ALL Members AGREED).	
13.203	QUESTION TIME – There were no questions raised.	
13.204	CONFIRMATION OF PREVIOUS MINUTES a) Minutes of the meeting held on 11 th February 2019, previously circulated. (Proposed by Councillor M. Davison, Seconded by Councillor A. Carew, ALL Members AGREED). b) Minutes of the Extraordinary meeting held on 05 th March 2019, previously circulated. (Proposed by Councillor A. Carew, Seconded by Councillor I. Georgii, ALL Members AGREED). c) Minutes of the meeting held on 18 th March 2019, previously circulated. (Proposed by Councillor I. Georgii, Seconded by Councillor C. Leach, ALL Members AGREED).	
13.205	COMMITTEE MINUTES The following minutes of committee meetings were ADOPTED : Minutes of the Policy and Resources Committee held on 25 th March 2019. Minutes of the Planning and Highways Committee held on a) 11 th March 2019, and b) 01 st April 2019. Minutes of the Amenities Committee held on 01 st April 2019. (Proposed by Cllr D. Sanders, seconded by Cllr C. Leach, ALL Members AGREED).	



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13.206	<p>APPROVAL OF PAYMENTS The schedules of payments, previously approved by cheque signatories at the following meetings, were APPROVED:</p> <ul style="list-style-type: none"> a) 11th March 2019 (Appendix A). b) 18th March 2019 (Appendix B). c) 01st April 2019 (Appendix C). <p>(Proposed by Cllr T. Muldoon, seconded by Cllr P. Davies, ALL Members AGREED).</p>	
13.207	<p>MEETING SCHEDULE The Meeting Schedule for the forthcoming months was considered, subject to any changes that may prevail following the election of the new Council in May 2019.</p> <p>One change to the New Greenspace Sub Committee in August was suggested, and the Deputy Town Clerk agreed to incorporate an amendment to reflect the request.</p> <p>(Proposed by Cllr I. Georgii, seconded by Cllr T. Muldoon, ALL Members AGREED).</p>	Deputy Town Clerk
13.208	<p>SCHEDULE FOR GROUNDS MAINTENANCE TENDER To delegate responsibility of managing the tender process to Amenities Committee – following the draft documentation prepared by the Locum Manager and R.F.O.</p> <p>(Proposed by Cllr C. Mitchell, seconded by Cllr C. Leach, ALL Members AGREED).</p>	
13.209	<p>RATIFICATION OF THE FOLLOWING FINANCIAL DECISIONS MADE BY THE AMENITIES COMMITTEE 01st APRIL 2019</p> <ul style="list-style-type: none"> a) Amenities Item 5.068 – payment to Deadwater Valley Trust for the 2019/20 first instalment to manage the Deadwater Valley Nature Reserve - £21,003. <p>(Proposed by Cllr C. Mitchell, seconded by Cllr M. Davison, ALL Members AGREED).</p> <ul style="list-style-type: none"> b) Amenities Item 5.069 – payment to Deadwater Valley Trust for the 2019/20 first instalment to manage Bordon Inclosure - £20,764 <p>(Proposed by Cllr C. Mitchell, seconded by Cllr I. Georgii, ALL Members AGREED).</p>	Deputy Town Clerk
13.210	<p>ANNUAL GOVERNANCE and ACCOUNTABILITY RETURN (A.G.A.R.) – A schedule was produced, covering the timeline and key dates for the Annual Governance and Accountability Return (External Audit).</p> <p>NOTED</p>	Deputy Town Clerk / Locum
13.211	<p>NATIONAL JOINT COUNCIL – SALARY AWARD 2019 The Pay Rates applicable to Whitehill Town Council under N.J.C. terms were agreed from 01st April 2019. The Deputy Town Clerk will implement as appropriate.</p> <p>NOTED.</p>	Deputy Town Clerk
13.212	<p>RECORDS UPDATE – C.C.L.A. DEPOSIT FUND The Meeting considered an EMail from the Head of Client Service, regarding correspondence for the Council’s Public Sector Deposit Fund. Consideration was given to a change of contact following the departure of the former Town Clerk and R.F.O.</p> <p>It was agreed that the Deputy Town Clerk be documented as the contact point at the present time for Whitehill Town Council in respect of the C.C.L.A. Deposit Fund.</p> <p>(Proposed by Cllr A. Carew, seconded by Cllr Miss S. Pond, ALL Members AGREED).</p>	Deputy Town Clerk / Locum Manger. and R.F.O.



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13.213	<p>KEY TASK PRIORITIES OF LOCUM R.F.O. and MANAGER</p> <p>The recently appointed of the Locum R.F.O. and Manager had discussed a set of priorities with the Deputy Town Clerk, regarding workload and key tasks as follows</p> <ul style="list-style-type: none"> - Financial end of year and associated Annual Governance legalities - Quadrennial elections to Whitehill Town Council from 02 May 2019 - Renewal of the Grounds Maintenance Contract by Tender process to take effect from 01 November 2019 <p>The work schedule was NOTED.</p>	Deputy Town Clerk / Locum Manger. and R.F.O.
13.213 A	<p>EXEMPT SESSION</p> <p>Pursuant to paragraph 4 of Part I of Schedule 12A (as amended) to the Local Government Act 1972 Section it was 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.</p> <p>RESOLVED</p> <p>(Proposed by Cllr T Muldoon, seconded by Cllr I. Georgii, ALL Members AGREED).</p>	
13.213 B	<p>STAFFING ITEM</p> <p>The Leader of the Council and other Members offered thanks to the Deputy Town Clerk for work undertaken since the resignation of the previous Town Clerk. The Deputy Town Clerk acknowledged the thought, but stated that it was a key performance and effort from his colleagues as well, and he would pass the thanks to them.</p> <p>(The Deputy Town Clerk left the meeting).</p> <p>A confidential item relating to staffing was discussed. (Exempt Minute refers).</p> <p>(On conclusion, the Deputy Town Clerk rejoined the meeting).</p>	
13.214	<p>DATES OF MEETINGS (all Monday's unless otherwise noted)</p> <p>2019 – 13th May – Annual Council. All at 7.30pm in the Council Chamber, Forest Community Centre, Pinehill Road, Bordon.</p> <p>NOTED</p>	

Signed..... Chairman

Date.....

During the course of the meeting there were 0 members of the Press and 0 members of the public present.

The meeting closed at 8.25 pm.