



# WHITEHILL TOWN COUNCIL



Minutes of a meeting of the EXECUTIVE COMMITTEE held on Wednesday 05<sup>th</sup> June 2019 at 7.00pm in the COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON.

**Cllrs Present:** Cllr Ms. K. Anscomb, Cllr Ms. C. Clark, Cllr A Dawson, Cllr Ms. B. Kennard (Deputy Leader), Cllr R. Russell, Cllr J. Strickland and Cllr A. Tree (Leader & Chair).

**In attendance:** District Councillor Ms. S. Pond  
David Melsome (Deputy Town Clerk & clerk to the meeting)  
Liz Manship, Locum Manager and Responsible Finance Officer

		Action
1.001	<b>APOLOGIES –</b> District Councillors P. Davies and T. Maroney	
1.002	<b>DECLARATIONS OF INTEREST –</b> None	
1.003	<p><b>CHAIRMAN'S ANNOUNCEMENTS and COUNTY / DISTRICT COUNCILLOR REPORTS</b></p> <p>The Chairman thanked members of the public and Cllr Pond for their attendance.</p> <p>The Chairman confirmed that within the new structure most of the Council's business will be undertaken by the Executive Committee, through its delegated powers. The Council would like to encourage public, County and District Councillors to attend its monthly meeting. Time will be set aside within each agenda of the Executive Committee meeting for public, County &amp; District Councillor contribution.</p> <p>The Deadwater Valley Trust are holding their AGM and Barbeque at the Phoenix Theatre, on Tuesday 18 June 2019 at 7.30 pm. All councillors are invited.</p> <p>To mark Armed Forces Day, on Saturday 29 June 2019 from 12 noon there will be a Barbeque at Café 1759.</p> <p>Hampshire County Council request that all road maintenance issues are reported to: <a href="https://www.hants.gov.uk/transport/roadmaintenance/roadproblems">https://www.hants.gov.uk/transport/roadmaintenance/roadproblems</a> This site provides the opportunity to report a variety of highways and rights of way issues e.g. potholes, faulty streetlights. This site is for Town Council and public use.</p> <p>Hampshire County Council is aware of concerns regarding the decision to turn streetlights out during the night. Details of the full report, and consultation results can be viewed at: <a href="http://democracy.hants.gov.uk/ieListDocuments.aspx?CId=170&amp;MId=4195">http://democracy.hants.gov.uk/ieListDocuments.aspx?CId=170&amp;MId=4195</a></p> <p>Any feedback can be sent to <a href="mailto:street.lighting@hants.gov.uk">street.lighting@hants.gov.uk</a>, through our normal website channels or by calling HantsDirect on 0300 555 1388.</p>	



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<p><b>1.004</b></p>	<p><b>ANNUAL GOVERNANCE &amp; ACCOUNTABILITY RETURN (AGAR) for FINANCIAL YEAR ENDED 31 MARCH 2019</b></p> <p>The Locum Manager and RFO presented the following, previously circulated:</p> <ul style="list-style-type: none"> <li>a) Amendments to the Accounting Statements 2017/18</li> <li>b) Annual Governance Statement 2018/19, including: <ul style="list-style-type: none"> <li>• Internal Auditor's and RFO's reports including s106 funding.</li> </ul> </li> <li>c) End of Year Accounts 2018/19, including: <ul style="list-style-type: none"> <li>• Explanation of Variances and the Fixed Asset Register</li> </ul> </li> <li>d) Accounting Statements 2018/19</li> </ul> <p><b>RESOLVED</b></p> <p>To recommend to Full Council that Council approves the Annual Governance Statement at the 17<sup>th</sup> June 2019 meeting.</p> <p>(Proposed by Cllr R. Russell, seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p> <p><b>RESOLVED</b></p> <p>To recommend to Full Council that Council approves the 2018/19 Accounting Statements</p> <p>(Proposed by Cllr R. Russell, seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p> <p><b>RESOLVED</b></p> <p>That the application process for the new round of S106 funding, is overseen by the Locum Manager and R.F.O in consultation with the Executive Committee. Projects, with public consultation, to take forward include a MUGA, pavilion developments and a Changing Places Toilet. (Proposed by Cllr Ms. B. Kennard, seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p> <p>The Audit Report and R.F.O.'s reports were <b>Noted</b>.</p> <p>(Proposed by Cllr Ms. B. Kennard, seconded by Cllr J. Strickland, ALL Members AGREED)</p>	<p>R.F.O. Mangr.</p>
<p><b>1.005</b></p>	<p><b>BUDGET</b></p> <p>The 2019/2020 Budget was discussed and reviewed. As part of the review, It was <b>RESOLVED</b></p> <p>that the following budget adjustments are recommended to Full Council :</p> <ul style="list-style-type: none"> <li>a) The frequency of rubbish bin collection at Bordon Inclosure be increased from three-weekly to fortnightly, and</li> <li>b) An increase in the Councillor Training (Budget code 4210) from £2000 to £3000.</li> </ul> <p>(Proposed by Cllr Ms. K. Ancomb, seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p>	<p>R.F.O. Mangr. / Deputy Town Clerk</p>
<p><b>1.006</b></p>	<p><b>FINANCIAL REGULATIONS</b></p> <p>The Financial Regulations were discussed and reviewed with regard to National Association of Local Council (N.A.L.C.) recommendations, which covered suggested amendments.</p>	<p>R.F.O. Mangr. / Deputy Town Clerk</p>



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	<p><b>RESOLVED</b></p> <p>That the amended Financial Regulations be recommended to Full Council for approval.</p> <p>(Proposed by Cllr A. Tree, seconded by Cllr R. Russell, ALL Members AGREED)</p>	
1.007	<p><b>APPROVAL OF PAYMENTS</b></p> <p>The schedule of payments presented to Annual Council on 13<sup>th</sup> May 2019 was approved.</p> <p>(Proposed by Cllr A. Dawson, seconded by Cllr R. Russell, ALL Members AGREED)</p>	
1.008	<p><b>FINANCE ITEM</b></p> <p>The report update relating to April 2019 Income and Expenditure was presented.</p> <p><b>NOTED</b></p>	Deputy Town Clerk
1.009	<p><b>STANDING ORDERS</b></p> <p>The Standing Orders were discussed by the Committee, and proposed updates relating to the National Association of Local Council (NALC) recommendations agreed.</p> <p>It was suggested that the use of coloured symbols within the document was not legible in some cases. The preferred choice was shaped symbols for ease of identification.</p> <p><b>RESOLVED</b></p> <p>That the amended Standing Orders be recommended to Full Council for approval.</p> <p>(Proposed by Cllr Ms. C. Clark, seconded by Cllr Ms. B. Kennard, ALL Members AGREED)</p>	R.F.O. Mangr. / Deputy Town Clerk
1.010	<p><b>CODE OF CONDUCT</b></p> <p>The Code of Conduct was considered, and as it matches that of East Hampshire District Council no amendments are required.</p> <p><b>RESOLVED</b></p> <p>That the Code of Conduct is recommended to Full Council for approval, without amendments</p> <p>(Proposed by Cllr Ms. C. Clark, Seconded by Cllr R. Russell, ALL Members AGREED)</p>	R.F.O. Mangr. / Deputy Town Clerk
1.011	<p><b>COUNCIL REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>After consideration, it was deemed that there needed to be further discussion.</p> <p><b>RESOLVED:</b></p> <p>That the item be adjourned until the next meeting of the Executive Committee, 17 June 2019.</p> <p>(Proposed by Cllr Ms. K. Anscomb, seconded by Cllr Ms. B. Kennard, 4 Members voted in favour, 2 Members voted against, 1 Member Abstained. Therefore, the vote was CARRIED)</p>	R.F.O. Mangr. / Deputy Town Clerk



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1.012	<p><b>MEDIA POLICY</b></p> <p><b>RESOLVED:</b> Until new Media and Social Media Policies are in place all Press Releases and Social Media Statements are delegated to the Proper Officer, in consultation with the Leader.</p> <p>(Proposed by Cllr Ms. B. Kennard, seconded by Cllr A. Tree, ALL Members AGREED).</p>	R.F.O. Mangr. / Deputy Town Clerk
1.013	<p><b>RESIDENT REQUEST TO EXTEND GARDEN</b></p> <p>A local resident has made a request to extend their garden in the vicinity of Savile Crescent Allotment site. Members were concerned this would detrimentally affect access to the allotments and nature reserve, particular for emergency services. <b>RESOLVED</b> That the request is politely refused, and this decision be communicated to the resident.</p> <p>(Proposed by Cllr R. Russell, seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p>	Deputy Town Clerk
1.014	<p><b>NEW GREENSPACE SUB COMMITTEE</b></p> <p>The Committee considered the Membership and also Terms of Reference for the New Greenspace Sub Committee.</p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>(a) Membership of the Greenspace Sub-Committee to comprise Councillors: Ms. C. Clark, A. Dawson, Ms. B. Kennard, R, Russell, Ms. T. Strickland and A. Tree.</li> <li>(b) that the Terms of Reference be adopted.</li> </ul> <p>(Proposed by Cllr A. Tree, Seconded by Cllr A. Dawson, ALL Members AGREED)</p>	R.F.O. Mangr. / Deputy Town Clerk
1.015	<p><b>ALLOWANCES TO TOWN COUNCILLORS</b></p> <p>Members were made aware of the procedure that would be required to permit allowances to be paid in respect of Town Council duties, and personal implications of this (the N.A.L.C. guidance notes were circulated).</p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>(a) That Officers seek further information from the Democratic Services Officer at East Hampshire District Council, with a view to providing more details at a future meeting on the progression of this item.</li> <li>(b) That the Officers ascertain any costs associated in research, pursuit and publication of the proposals; and report these back to a future meeting.</li> </ul> <p>(Proposed by Cllr Ms. K. Anscomb, seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p>	R.F.O. Mangr. / Deputy Town Clerk
1.016	<p><b>ROUNDAABOUT SPONSORSHIP</b></p> <p>The Deputy Town Clerk updated the meeting with the requests received from local companies wishing to sponsor roundabouts within the Town. Some background information had been sought from Hampshire County Council and East Hampshire District Council, but had not proved conclusive to move forward at the current time.</p>	Deputy Town Clerk



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	<p><b>RESOLVED</b> That Officers continue to make their enquiries with the two Councils, and report the results to a future meeting of the Committee.</p> <p>(Proposed by Cllr A. Dawson, seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p>	
1.017	<p><b>FENCING AT CYPRESS ROAD PLAY AREA</b> The Deputy Town Clerk presented further information relating to the project to install fencing at Cypress Road open space play area. The principal of the project had already been approved by the previous Council administration, for a knee rail on Mornington Car Park and Bow Top Fencing on Cypress Road to be installed. This will act as a safety feature for the children, and as a deterrent to illegal parking on the open space land. Five quotations were considered.</p> <p><b>RESOLVED</b> To approve Martin Cashmore Fencing, for the sum of £ 2760, to undertake the fencing works at the Cypress Road open space / play area. The funding for the project can be met from Earmarked Reserve Code 366 (Cypress Road Open Space).</p> <p>(Proposed by Cllr R. Russell, seconded by Cllr Ms. B. Kennard, ALL Members AGREED)</p>	Deputy Town Clerk
1.018	<p><b>MAYOR'S CADET</b> The position of Mayor's Cadet has been requested by the Air Cadets. Members supported this appointment but for the longer-term were mindful that consideration needs to be given to the type and number of engagements attended, how and from which organisation the cadet is appointed etc. Members were made aware of the Council's existing Child Protection and Vulnerable Person Protection Policy.</p> <p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>That the Council arrange Safeguarding Training and DBS checks for Members and Officers likely to have contact with children and vulnerable adults.</li> <li>That the Council approves the position of Mayor's Cadet.</li> <li>For the 2019/20 Council year, the Council asks the Air Cadets to name a person for this role.</li> <li>This position to be reviewed by the Council in 6 months' time; further to which Officers will draft a policy in consultation with the Mayor, for Executive Committee consideration, that incorporates the matters above.</li> </ol> <p>(Proposed by Cllr Ms. C. Clark, seconded by Cllr Ms. B. Kennard, ALL Members AGREED)</p>	R.F.O. Mangr. / Deputy Town Clerk
1.019	<p><b>MAYOR'S CHARITY</b> The Mayor expressed the wish to support two charities:</p> <ul style="list-style-type: none"> <li>Riding for the Disabled, and</li> <li>Furniture Helpline</li> </ul> <p>for the year 2019 / 2020.</p> <p><b>AGREED</b> (Proposed by Cllr Ms. C. Clark, seconded by Cllr Ms. K. Anscorb, ALL Members AGREED)</p>	R.F.O. Mangr. / Deputy Town Clerk



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1.020	<p><b>MAYORAL WELCOME LETTER</b></p> <p>The previous Mayor's Welcome Letter had been circulated to the Mayor for due consideration, and amendment where necessary.</p> <p><b>RESOLVED</b> That Officers, in consultation with the Mayor, complete the Welcome Letter for new residents in the Town.</p> <p>(Proposed by Cllr A. Tree, Seconded by Cllr R. Russell, ALL Members AGREED)</p>	R.F.O. Mangr. / Deputy Town Clerk
1.021	<p><b>NEWSLETTER</b></p> <p><b>RESOLVED</b> That the Newsletter is delegated to the Deputy Town Clerk, in consultation with Executive Committee Members and that subject to the Executive Committee's go-ahead will be published within 4 months.</p> <p>(Proposed by Cllr A. Tree, Seconded by Cllr Ms. C. Clark, ALL Members AGREED)</p>	Deputy Town Clerk
1.022	<p><b>CORRESPONDENCE RECEIVED</b></p> <p>Two acknowledgements, previously circulated, received in respect to grant payments made in April 2019, from Citizens Advice East Hampshire and Challengers.</p> <p>These documents were <b>NOTED</b>.</p>	
1.023	<p><b>DATES OF NEXT MEETINGS</b></p> <p>2019 – Mon. 17 June, Mon. 15 July, Weds 14 August, Mon. 09 September, Weds. 09 October, Mon. 11 November, Mon. 09 December</p> <p>2020 - Weds. 22 January, Mon. 17 February, Weds. 25 March, Mon. 20 April</p> <p>Held in the Council Chamber, Forest Community Centre, Pinehill Road, Bordon, Hampshire @ 7.00pm, unless otherwise indicated on the agenda</p> <p><b>NOTED</b></p>	

Enquiries to:-

Whitehill Town Council, Council Offices, Forest Community Centre, Pinehill Road, Bordon, GU35 0BS

Tel: 01420 473123 Fax: 01420 479475

Signed ..... Date .....

Chairman

During the course of the meeting 0 members of the Press and 2 members of the public were present.

The meeting closed at 9.00 pm.