



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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8th May 2026

To all Members of Council

Mayor	Cllr Jean Arrick
Deputy Mayor	Cllr Jacquie Keen
Councillors	Aslam, Austin, Banfield, Bayliss, Bridge, Carroll, Carter, Davidson, Leach, Matthes, Miller, Nicholson, Waters, Weatherburn, Weldon

I give notice that a meeting of Full Council will be held on Thursday 14th May 2026 at 7pm in the Town Hall, High Street, Haslemere and you are hereby summoned to attend such meeting.

This meeting is also available to stream via Zoom:

<https://us06web.zoom.us/j/85868035923?pwd=C6M7LNknYoCGHmto7kAhwODGL9hNJ9.1>

Meeting ID: 858 6803 5923

Passcode: 656996

Members of the press and public are entitled to attend this meeting and are encouraged to do so.

Yours sincerely,

Mrs Lisa O'Sullivan
Town Clerk

AGENDA

1. ELECTION OF TOWN MAYOR FOR 2026-27

Council will elect the Town Mayor for the forthcoming year.

2. DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR

The duly elected Town Mayor will make the Declaration of Acceptance of Office.

3. ELECTION OF DEPUTY TOWN MAYOR FOR 2026-27

Council will elect the Deputy Mayor for the forthcoming year.

4. APOLOGIES FOR ABSENCE

Council to decide whether to accept apologies for absence.

RECOMMENDED: That where Members give reasons, they are approved.

5. DISCLOSURE OF INTERESTS

To receive from members, declarations of interest in relation to any items included on the agenda, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011. Guidance attached at end of this document.

6. MINUTES OF THE LAST MEETING

APPENDIX 1

RECOMMENDED: That the minutes of the meeting held 12th March 2026 are adopted as a true record.

7. REPRESENTATIONS BY THE PUBLIC

Any resident of the area covered by the Town Council and present at the meeting may make a statement, ask a question or present a petition relating to the business of the Town Council. Four minutes maximum per person. Maximum 15 minutes in total allowed for this item.

8. FINANCIAL MATTERS

APPENDICES 2&3

The following documents are attached:

Statutory Balance Sheet for end of financial year - 31 March 2026

Cash and Investment reconciliation for month 1 showing that the Council's bank statements agree with its accounting system.

Cashbook Payments for months 12&1. These list all the payments and receipts to and from the Council's bank accounts since the last meeting.

Cashbook 1 (current account)

Month 12 payments totalling £89,225.33	Month 12 receipts totalling £68,550.13
Month 1 payments totalling £487,557.66	Month 1 receipts totalling £570,229.32

Cashbook 10 (Nationwide)

Month 12 payments totalling £0	Month 12 receipts totalling £2,170.07
Month 1 payments totalling £0	Month 1 receipts totalling £0

Cashbook 15 (CCLA)

Month 12 payments totalling £55,000	Month 12 receipts totalling £0
Month 1 payments totalling £0	Month 1 receipts totalling £440,000

Cashbook 16 (Lloyds - SANG)

Month 12 payments totalling £0	Month 12 receipts totalling £133.90
Month 1 payments totalling £0	Month 1 receipts totalling £148.31

Cashbook 17 (Nat West deposit)

Month 12 payments totalling £0	Month 12 receipts totalling £1,461.98
Month 1 payments totalling £0	Month 1 receipts totalling £0

No other cashbook transactions reported in months 12&1

Summary Income and Expenditure by Budget Heading for months 12& 1

This shows how much actual money has been spent to date against each of the Council's budget headings and what percentage of the total budget for each heading has been spent.

RECOMMENDED:

- I. That the Statutory balance sheet for the year ending 31 March 2026 is noted.
- II. That the schedule of payments as detailed in the Cashbook printouts for months 12 & 1 and any variances in the Council's accounts and any reported overspends and virements are approved.

9. INTERNAL AUDIT 2025-26

APPENDICES 4&5

Clerk to report. The final internal audit report for this period is attached as well as the Annual Internal Audit report for year ended March 2026, as required by the external auditor.

RECOMMENDED: that the contents of the 2025-26 Internal Audit report and annual Internal Audit report for the same period are noted. There are no recommendations by the Internal Auditor which require action.

10. ANNUAL GOVERNANCE STATEMENT

APPENDIX 6

The statutory deadline for return of the annual governance and accountability (AGAR) form to the external auditor is the 30th June 2026. Council must consider and, if agreed, approve the annual governance statement.

RECOMMENDED That the annual governance statement for year ended 31st March 2026, as attached, is approved.

11. ANNUAL ACCOUNTING STATEMENTS

APPENDIX 7

Council must consider and, if agreed, approve the accounting statements as attached.

RECOMMENDED That the annual accounting statements for year ended 31st March 2026, as attached, are approved.

12. MEMBERSHIP OF COMMITTEES / EXTERNAL BODIES

APPENDIX 8

The Council must review its committee membership and appointments to external bodies annually. There is a vacancy for a representative for Haslemere Educational Museum which needs to be filled.

RECOMMENDED:

- I. That the schedule of membership of committees and external bodies as attached is agreed.
- II. That the Budget working party is set up, consisting of the Mayor, Chairs of F&G and Amenities and CiL, Town Clerk and Cllrs Nicholson and Davidson.

13. MINUTES OF COMMITTEE MEETINGS

To receive the minutes of Committee meetings held since last full Council.

1. COMMITTEES WITH DELEGATED DECISION MAKING:

- Planning and Highways – 2nd and 30th April

APPENDICES 9 & 10

RECOMMENDED: that the minutes of the meetings, where committees hold delegated decision making powers, are noted.

14. REVIEW OF COUNCIL SUBSCRIPTIONS

The Council must review its and / or staff paid subscriptions on an annual basis. These are currently as follows, and costs were included in the 2026-27 council budget:

- Society of Local Council Clerks, (Clerk £505, Deputy Clerk £379)
- Information Commissioners Office registration (CCTV), £75
- Rialtas (accounting), £1250
- Parish Online (asset mapping), £650
- Gov Assist (AI tool), £360
- Surrey Association of Local Councils, £3285 (includes membership of National Association of Local Councils which is £1160)

RECOMMENDED: that the council and staff subscriptions for 2026-27 are noted, the same subscriptions are to be included in the 2027-28 budget process.

15. SMALL GRANT APPLICATION – Hunter Centre

Council to consider the small grant application appended to the Agenda. The Council has not yet awarded any small grants in this financial year.

i. HUNTER CENTRE - £1000

APPENDIX 11

Project description: Dementia Awareness Week

Previous grants from HTC: Dementia Bus - £1,000 – March 2020.

16. USE OF ELECTRIC VAN BY LOCAL ORGANISATIONS

APPENDIX 12 (to follow)

Clerk to report. The Council has received an application by the Fringe Festival to use the council's van in lieu of their usual grant. There has also been a request to use the van for the classic car show at the end of May, to transport chairs, tables etc to and from their storage place in the High St. Council to consider how such applications are handled.

17. TOWN HALL DAMP

APPENDIX 13

During recent decorating of the town hall's ground floor, areas of damp were identified. A damp survey was subsequently commissioned and is provided along with an estimate of work required. Council to consider the attached report.

RECOMMENDED: That the quote for £3280 + VAT from Surrey Hills Damp Proofing is accepted, to be paid from the funds earmarked for that purpose. Council to note that only one quote has been obtained as all damp proofing companies require us to pay for a damp survey before they will quote for the work.

18. COMMUNITY INFRASTRUCTURE LEVY UPDATE

APPENDIX 14

Council to note the attached update.

19. NEIGHBOURHOOD CIL PLAYGROUNDS

APPENDIX 15

Council to consider the attached proposal.

RECOMMENDED: That the recommendations in the attached document are approved.

20. REPORTS FROM REPRESENTATIVES

APPENDIX 16

Council to note the attached updates for the Hunter Centre, Sport Haslemere and Haslemere Hall.

**** End of Agenda ****

DO YOU HAVE AN INTEREST TO DECLARE IN ANY ITEM ON THIS AGENDA? THE TABLE BELOW WILL HELP YOU TO DECIDE. FOR FURTHER ASSISTANCE CONTACT THE CLERK.

Your declaration can be found under your photo here:

<https://haslemeretc.org/meet-the-councillors/>

