



NOTICE OF COUNCIL MEETING

MEETING: Annual Meeting of the Town Council
DATE & TIME: Monday, 11th May 2026 at 7.00pm
PLACE: Oak Room, Council Offices, Reading Road, Yateley, GU46 7RP

Councillors are hereby summoned to attend the following meeting.
Please inform the Town Clerk if you can't attend.

This is a meeting in public. If you would like to attend and have any special requirements e.g. access or a copy of the agenda in another format, e.g. large print, please contact us.
Agendas and minutes are available at <https://yateley-tc.gov.uk/the-council/archives/type/town-council/>

Julie Routley
Town Clerk

6th May 2026

AGENDA

1.	ELECTION OF TOWN MAYOR FOR THE 2026/27 CIVIC YEAR To receive nominations and to elect Town Mayor
2.	DECLARATION OF ACCEPTANCE OF OFFICE BY THE TOWN MAYOR To receive Town Mayor's signed declaration of acceptance of office
3.	ELECTION OF DEPUTY TOWN MAYOR FOR THE 2026/27 CIVIC YEAR To receive nominations and to elect Deputy Town Mayor
4.	WELCOME & APOLOGIES FOR ABSENCE To receive any apologies for absence from the meeting
5.	DECLARATIONS OF INTEREST i) To receive declarations of interest for any item on the agenda ii) Members are reminded to review their Register of Interests and update as necessary iii) Dispensation requests (if any)
6.	MINUTES OF THE LAST MEETING To approve the main and confidential minutes of the meeting held on 2nd March 2026 (attached)
7.	PUBLIC PARTICIPATION An opportunity for members of the public to bring matters to the attention of the Council relating to items on the agenda & to receive comments submitted to the Town Clerk prior to the meeting (not exceeding 15 minutes)
8.	COUNCIL COMMITTEES i) To decide which Standing Committees are required for the 2026/27 period ii) To decide which Operational Committees are required for the 2026/27 period
9.	REVIEW OF TERMS OF REFERENCE FOR COMMITTEES To review and approve the Committee Terms of Reference (attached)
10.	COUNCIL COMMITTEE MEMBERSHIP, CHAIRS & VICE CHAIRS To agree Member appointments, Chairs and Vice Chairs for the Council's Committees
11.	COUNCIL REPRESENTATION ON OUTSIDE & OTHER BODIES To agree the appointment of Council Members to serve on outside and other bodies
12.	POLICY REVIEWS To review and approve the Council's: i) Scheme of Delegation ii) Standing Orders (attached) iii) Financial Regulations (attached) iv) Annual Action Plan
13.	CONFIRMATION OF INSURANCE ARRANGEMENTS To confirm that the Council has appropriate insurance cover in place for the 2026/27 civic year.

14.	DETERMINATION OF THE DATES, TIMES AND PLACE OF MEETINGS FOR THE 2026/27 CIVIC YEAR To determine and approve the dates, times and place of Council and Committee meetings for the civic year, as circulated.
15.	DISTRICT & COUNTY REPORTS
16.	CLERK'S REPORT
17.	EARMARKED RESERVES i) To note the Earmarked Reserves for 2026/27 movements which took place at the beginning of the financial year 2026/27 as per the agreed budget (attached) ii) To approve setting up Earmarked Reserves to ring fence grant funds once received (PCCO and HCC Grants) iii) To agree to move £5K from General Reserves into the Play Area Equipment Earmarked Reserve
18.	ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2025/26 i) To confirm that there are no conflicts of interest with BDO LLP (External Auditors) ii) To receive the <u>Internal Auditor's final report for the year ending 31st March 2026</u> (attached) iii) To review and approve the <u>Internal Controls & Audit: Review of Effectiveness</u> (attached) – evidence for AGAR Section 1 iv) To approve the <u>Annual Governance Statement Evidence</u> – evidence for AGAR Section 1 (attached) v) To approve the <u>Unaudited Financial Statements for the Year Ending 31st March 2026</u> – evidence for Section 2 (attached) vi) <u>Review of Inventory of Land and Assets</u> To note and approve the Asset (Fixed Assets) Register as at 31 March 2026, as evidence supporting AGAR Section 2 (attached). To note and approve the Asset (Fixed Assets) Register as at 31 March 2026 vii) To consider and agree affirmative responses to items 1-8 of the <u>AGAR Section 1 – Annual Governance Statement 2025/26</u> (attached) viii) To consider, approve and sign off <u>AGAR Section 2 – Accounting Statements 2025/26</u> (attached) ix) Confirmation of Dates for the <u>Exercise of Public Rights</u>
19.	ATTENDANCE RECORD FOR 2025/26 To receive the attendance record of Members at Council and Committee meetings for the Civic year 2025/26
20.	COUNCIL MEMBER ALLOWANCES To note the Council Member Allowances taken for 2025/26
21.	CHURCHILL CRESCENT PLAY AREA REFURBISHMENT – TENDER AND CONSULTATION OUTCOME To consider the outcome of the play area tender process and public consultation and: i) to appoint a contractor for the play area refurbishment; and ii) to consider the inclusion of additional items identified through consultation.
22.	PARISH AND TOWN COUNCIL ELECTION TIMING – LOCAL GOVERNMENT REORGANISATION To consider and agree the Town Council's response to correspondence received via Hart District Council regarding potential future alignment of Parish and Town Council elections with elections to the proposed Unitary Authority.
23.	TOWN MAYOR'S ANNOUNCEMENTS
24.	REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES & LOCAL UPDATES To receive verbal reports from the representatives
25.	POLICE MATTERS & COMMUNITY SAFETY
26.	COMMITTEE MINUTES & RECOMMENDATIONS FROM OTHER COMMITTEES To receive Committee minutes, recommendations and to answer any questions (all attached)
27.	SCHEDULE OF PAYMENTS To review and approve payments list (to be emailed in advance)
28.	INFORMATION ITEMS To note any information items

1. Election of Town Mayor for the 2026/27 Civic Year

To receive nominations and to elect Town Mayor

2. Declaration of Acceptance of Office by The Town Mayor

To receive Town Mayor's signed declaration of acceptance of office

3. Election of Deputy Town Mayor for 2026/27 – to receive nominations and to elect Deputy Town Mayor.**4. Welcome & Apologies for Absence** – to receive any apologies for absence from the meeting.**5. Declarations of Interest**

- i) To receive declarations of interest in respect of any item on the agenda
- ii) Members are reminded of their obligation to review and update their Register of Disclosable Pecuniary Interests as necessary
- iii) To receive and consider any requests for dispensation

6. Minutes of the Last Meeting – To approve the minutes of the meeting held on 2nd March 2026**7. Public Participation** – an opportunity for members of the public to bring matters to the attention of the Council relating to items on the agenda (not exceeding 15 minutes)**8. Council Committees**

- i) To decide which Standing Committees are required for the 2026/27 period
- ii) To decide which Operational Committees are required for the 2026/27 period

9. Review of Terms of Reference for Committees

To review and approve the Committee Terms of Reference (attached)

10. Council Committee Membership, Chairs & Vice Chairs

To agree Member appointments, Chairs and Vice Chairs for the Council's Committees

11. Council Representation on Outside & Other Bodies

To agree the appointment of Council Members to serve on outside and other bodies

12. Policy Reviews

To review and approve the Council's:

- i) Scheme of Delegation
- ii) Standing Orders (attached)
- iii) Financial Regulations (attached)
- iv) Annual Action Plan

Recommendation: To approve the above policies as recommended by Finance and Policy

Members are advised that policies delegated to Finance & Policy and Personnel Committee have been reviewed during the year.

13. Confirmation Of Insurance Arrangements

To confirm that the Council has appropriate insurance cover in place for the 2026/27 civic year.

The Council agreed a 3 year insurance contract on 03.03.25. It has also increased its fidelity cover to £2M and taken out separate Cyber Insurance.

Recommendation: The Council has appropriate insurance cover in place for the 2026/27 civic year.

14. Determination of The Dates, Times And Place of Meetings for The 2026/27 Civic Year

To determine and approve the dates, times and place of Council and Committee meetings for the civic year, as circulated.

Recommendation: To approve the dates as circulated.

15. District & County Reports – to receive an update from County and District Councillors.

16. Clerk's Report - To receive the Town Clerk's Report.

17. Earmarked Reserves

- i) To note the Earmarked Reserves for 2026/27 movements which took place at the beginning of the financial year 2026/27 as per the agreed budget (attached)
- ii) To approve setting up Earmarked Reserves to ring fence grant funds once received (PCCO £12K and HCC £23K Grants)
- iii) To agree to move £5K from General Reserves into the Play Area Equipment EMR as shortfall of £5K to complete the project (£45K total)

18. Annual Governance & Accountability Return (Agar) 2025/26

- i) To confirm that there are no conflicts of interest with BDO LLP (External Auditors)
- ii) To receive the Internal Auditor's final report for the year ending 31st March 2026 (attached)
- iii) To review and approve the Internal Controls & Audit: Review of Effectiveness (attached) – evidence for AGAR Section 1
- iv) To approve the Annual Governance Statement Evidence – evidence for AGAR Section 1 (attached)
- v) To approve the Unaudited Financial Statements for the Year Ending 31st March 2026 – evidence for Section 2 (attached)
- vi) Review of Inventory of Land and Assets
To note and approve the Asset (Fixed Assets) Register as at 31 March 2026, as evidence supporting AGAR Section 2 (attached). To note and approve the Asset (Fixed Assets) Register as at 31 March 2026, noting that only material enhancements or additions are recorded as new assets and that like for like replacements are excluded.
- vii) To consider and agree affirmative responses to items 1-8 of the AGAR Section 1 – Annual Governance Statement 2025/26 (attached)
- viii) To consider, approve and sign off AGAR Section 2 – Accounting Statements 2025/26 (attached)
- ix) Confirmation of Dates for the Exercise of Public Rights

Which will be: Wednesday 2 June 2026- Tuesday 14 July 2026

19. Attendance Record For 2025/26

To receive the attendance record of Members at Council and Committee meetings for the Civic year 2025/26

20. Council Member Allowances

To note the Council Member Allowances taken for 2025/26

The following Town Councillors claimed a Member's Allowance of £535.68 per year for the 2025/26 financial year (subject to tax and NI):

Cllr Gerry Crisp
Cllr Mark Griffin
Cllr Bob Harward
Cllr Pam Phelps-Jones
Cllr Mark Vernon
Cllr Julia Wedlock

21. Churchill Crescent Play Area Refurbishment – Tender And Consultation Outcome

To consider the outcome of the play area tender process and public consultation (see attached report) and:

- i) to appoint a contractor for the play area refurbishment; and
- ii) to consider the inclusion of additional items identified through consultation.

Climate Impact

The proposed play area refurbishment is not expected to have a significant adverse impact on the Council's overall carbon footprint. The replacement equipment will be supplied and installed by a specialist contractor, and any associated emissions (e.g. transport and installation) are considered minimal and short-term.

Where possible, suppliers have been encouraged to incorporate durable, sustainably sourced materials and designs that minimise long-term maintenance and replacement needs, thereby reducing lifecycle environmental impact.

The improved play area may also encourage increased local use, reducing the need for travel to alternative facilities and supporting more sustainable recreational activity within the community.

Recommendation:

1. Appoint Supplier B as the contractor for the play area refurbishment; and
2. Agree in principle to the inclusion of the additional items identified through consultation (costs to be advised at the meeting), and agree that any additional costs may be funded from General Reserves and transferred to the designated Earmarked Reserve.

22. Parish and Town Council Election Timing – Local Government Reorganisation

To consider and agree the Town Council's response to correspondence received via Hart District Council regarding potential future alignment of Parish and Town Council elections with elections to the proposed Unitary Authority.

Background: Members are advised that, as part of ongoing Local Government Reorganisation, the Government has invited views on whether parish council election cycles should be aligned with those of the new Unitary Authority. This could involve a modest extension or adjustment to parish councillors' current terms of office purely as a mechanism to achieve alignment and reduce election costs. No proposals have been finalised, and no decisions have been taken at this stage (5years for the first term before returning to a 4 year cycle).

The Council is invited to discuss the principle and any local considerations, including potential cost implications and the practical impact on councillors' terms of office, and to agree a response to be submitted via Hart District Council by 12 May 2026.

23. Town Mayor's Announcements – to receive an update.

Note the money raised in the 2025/26 Civic Year for the Mayor's Charities (to be advised at the meeting)

24. Reports from Representatives on Outside Bodies & Local Updates - to receive verbal reports from the representatives.

25. Police Matters & Community Safety – to note any items to raise at the next meeting.

The next meeting is expected to be early June.

26. Committee Minutes & Recommendations from Other Committees – to receive Committee minutes, recommendations and to answer any questions.

Committee	Date	Minute Nos.	Recommendations
Community	Not met		
Environment	09.02.26 23.03.26	1875-1882 1883-1892	
Finance & Policy	13.04.26 27.04.26	2171-2183 2184-2188	
Personnel	23.03.26	485-493	

Planning & Licensing	09.03.26 23.03.26 13.04.26 27.04.26	3393-3400 3401-3408 3409-3416 3417-3424	
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27. Schedule of Payments

To review and approve payments list (to be emailed in advance)

28. Information Items

- i) Date of next meeting – TBC at this meeting, 7.00pm at The Oak Room, Council Offices.
- ii) Forward Plan – to confirm forthcoming Council meeting dates and key agenda items:

Dates TBC	Meeting	Draft Items
01/06/26	Environment	
15/06/26	F&P	Town Council Plan monitoring
29/06/25	Community Committee	
08/06/26	Full Council	
20/07/26	Environment	
06/07/26	F&P	
07/09/26	Full Council	
28/09/25	Environment	Mid-year review of capital expenditure 26/27 Policy review
19/10/26	F&P	Policy Review Town Council Plan monitoring Draft budget review
02/11/26	Full Council	Outcome of external audit Town Council Plan monitoring Events update
16/11/26	F&P	
30/11/26	Environment	Capital budget requirement 27/28 Town Council Plan monitoring
14/12/26	Full Council	
21/09/26	Personnel	
01/12/25	Environment	Capital budget requirement 27/28 Town Council Plan monitoring
14/12/26	Full Council	
11/01/27	F&P	Draft budget 2026/27 Town Council Strategic Plan monitoring
18/01/27	Full Council	Final budget 2026/27 & precept approval Appointment of Internal Auditor
01/02/27	Community	
08/02/27	Environment	
22/02/27	F&P	Policy review Investment Policy & Strategy 27/28 Draft Risk Assessment
01/03/27	Full Council	Approve Council Risk Assessment Investment Policy & Strategy 27/28
15/03/27	Annual Town Meeting of Electors 7pm	Venue to be confirmed
22/03/27	Environment	Town Council Strategic Plan monitoring
22/03/27	Personnel	
12/04/27	F&P	Review Standing Orders Review Financial Regulations Town Council Plan monitoring Review draft AGAR 2026/27 Financial outturn 2026/27

		Updated Standing Orders Updated Financial Regulations Updated Asset Register
10/05/27	Full Council – Annual Town Council Meeting	Annual Meeting of Town Council Approve Standing Orders Approve Financial Regulations Approve AGAR 2026/27 Approve Asset Register