Yateley TOWN COUNCIL
Serving Yateley, Darby Green & Frogmore

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Town Council Offices, Reading Road,
Yateley, GU46 7RP

NOTICE OF COUNCIL MEETING

MEETING: Full Council
DATE & TIME: Monday, 2 November 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 cannot 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/

Notice to the Public: Council employees have the right to carry out their duties without facing abuse, discrimination, or harassment. The Chairman reserves the absolute right to silence any speaker, suspend the public session, or adjourn the meeting immediately if this boundary is crossed.

J. Routley

Julie Routley, Town Clerk

28 October 2026

AGENDA

1.	**WELCOME & APOLOGIES FOR ABSENCE** To receive any apologies for absence from the meeting
2.	**APPROVAL OF ABSENCE FROM MEETINGS** To consider, in accordance with Section 85(1) of the Local Government Act 1972, whether to approve a period of continued absence from meetings for a Member of the Council.
3.	**DECLARATIONS OF INTEREST** To receive declarations of interest for any item on the agenda
4.	**MINUTES OF THE LAST MEETING** To approve the minutes of the meetings held on 14 September 2026 (attached)
5.	**PUBLIC PARTICIPATION** An opportunity for members of the public to make representations, ask questions, or raise matters relating to items on the agenda (The session will not exceed 15 minutes)
6.	**APPOINTMENT TO COMMUNITY & ENVIRONMENT COMMITTEE** To consider the appointment of a Member to the Community and Environment Committee to fill the current vacancy.
7.	**DISTRICT & COUNTY REPORTS**
8.	**CLERK'S REPORT**
9.	**INTERIM INTERNAL AUDIT REPORT 2026/27** i) To receive the Interim internal Audit report for the financial year 2026/27

	ii) To receive and accept the following proposed action plan from the Responsible Financial Officer (RFO) (attached)
10.	**SUITABLE ALTERNATIVE NATURAL GREENSPACE (SANG) INTEREST INCOME** To consider: i) Transferring interest earned on SANG investment funds to the Play Equipment Earmarked Reserve. ii) Allocating future interest earned on SANG investment funds to the Play Equipment Earmarked Reserve.
11.	**REVIEW OF STANDING ORDERS** To consider and approve the revised Standing Orders.
12.	**HART LOCAL PLAN – PROPOSED CONTENT AND EVIDENCE CONSULTATION** To consider the consultation by Hart District Council on the Hart Local Plan – Proposed Content and Evidence and either: a) agree and submit a response on behalf of the Council; or b) delegate authority to the Planning & Licensing Committee to formulate and submit a response on behalf of the Council.
13.	**TOWN MAYOR'S ANNOUNCEMENTS**
14.	**REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES & LOCAL UPDATES** To receive verbal reports from the representatives
15.	**POLICE MATTERS & COMMUNITY SAFETY**
16.	**COMMITTEE MINUTES & RECOMMENDATIONS FROM OTHER COMMITTEES** To receive Committee minutes, recommendations and to answer any questions (all attached)
17.	**INFORMATION ITEMS** To note any information items

1. **Welcome & Apologies for Absence** – to receive any apologies for absence from the meeting.

2. **Approval Of Absence From Meetings**
   To consider, in accordance with Section 85(1) of the Local Government Act 1972, whether to approve a period of continued absence from meetings for a Member of the Council.

   Background: A Member of the Council has been unable to attend meetings for a period of time. Council is therefore asked to consider whether it wishes to approve a further period of absence in accordance with Section 85(1) of the Local Government Act 1972.

   Recommendation:
   That, pursuant to Section 85(1) of the Local Government Act 1972, Council approves a further period of absence from meetings for Councillor Crisp until 1 May 2027.

3. **Declarations of Interest**
   To receive declarations of interest for any item on the agenda

4. **Minutes of the Last Meeting** – to approve the minutes of the meeting held on 14.09.26 (attached).

5. **Public Participation** – an opportunity for members of the public to bring matters to the attention of the Council relating to items on the agenda (max. 15 minutes).

6. **Appointment To Community & Environment Committee**
   To consider the appointment of a Member to the Community and Environment Committee to fill the current vacancy.

Recommendation:
That Cllr Wilkin be appointed to the Community and Environment Committee for the remainder of the municipal year.

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

8. **Clerk's Report**
   To receive the Town Clerk's Report (attached)

9. **Interim Internal Audit Report 2026/26**
   i) To receive the Interim internal Audit report for the financial year 2026/27
   ii) To receive and accept the following proposed action plan from the Responsible Financial Officer (RFO)

Audit Point	Audit Findings	Council comments
C. RISK MANAGEMENT AND INSURANCE	This is a suitable approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities, although the assessment form may be further enhanced by the addition of a colour coded risk matrix.	The Council acknowledges the auditor's observation and will incorporate a colour-coded risk matrix within the Council's Risk Assessment documentation at the next review.

10. **Suitable Alternative Natural Greenspace (SANG) Interest Income**

Background:
Members are advised that the Internal Auditor has confirmed that interest earned on funds held for Suitable Alternative Natural Greenspace (SANG) purposes is not required to be ringfenced for SANG expenditure and may therefore be used for other Council purposes.

Interest earned on SANG funds has historically been credited to the SANG Earmarked Reserve. The total amount of accumulated interest held within the SANG Earmarked Reserve is £30,797.92.

Members are therefore asked to consider transferring this sum from the SANG Earmarked Reserve (326) to the Play Equipment Earmarked Reserve (328). Members are also asked to consider whether future interest earned on SANG funds should continue to be transferred to the Play Equipment Earmarked Reserve.

The Play Equipment Earmarked Reserve (328) will be substantially reduced following the installation of the Churchill Crescent play area during the current financial year. Given the significant ongoing costs associated with the replacement, renewal and improvement of the Council's play areas, it is considered prudent to rebuild this reserve to help support future play equipment investment and reduce the need for future budgetary pressures.

Recommendations

That Council:

1. Approves the transfer of £30,797.92, representing accumulated interest currently held within the SANG Earmarked Reserve (326), to the Play Equipment Earmarked Reserve (328).
2. Approves that future interest earned on SANG funds be transferred to the Play Equipment Earmarked Reserve (328).

11. Review of Standing Orders

To consider and approve the revised Standing Orders.

Background:

The Council has previously reviewed the draft Standing Orders and expressed a preference for incorporating Yateley Town Council-specific provisions into the main body of the document rather than retaining these in a separate appendix. Members also discussed the possibility of restructuring the order of sections within the document.

The Town Clerk sought advice from the Internal Auditor regarding this approach. The Internal Auditor confirmed that Standing Orders may be amended to reflect local circumstances and that council-specific provisions can be incorporated within the body of the document. However, he advised that councils should, wherever possible, retain the structure, numbering and order of the NALC Model Standing Orders.

Maintaining alignment with the NALC model assists with future updates where legislative changes or revised model wording are issued and helps ensure that statutory and governance requirements can be readily identified. The Internal Auditor also advised that where a council's Standing Orders differ substantially from the NALC model, this may be subject to greater scrutiny during the audit process to ensure that legislative requirements and good governance principles continue to be met.

Accordingly, the attached draft retains the NALC Model Standing Orders structure, numbering and order, whilst incorporating Yateley Town Council-specific provisions that were previously contained within an appendix into the relevant sections of the document. This approach seeks to address Members' earlier comments whilst remaining closely aligned with recognised sector good practice.

Members are invited to consider the revised draft and determine whether they wish to adopt the attached Standing Orders. The Town Clerk recommends retaining the NALC structure and numbering in accordance with the advice received from the Internal Auditor.

Recommendation:

That the Council adopts the revised Standing Orders as attached.

12. Hart Local Plan – Proposed Content And Evidence Consultation

To consider the consultation by Hart District Council on the Hart Local Plan – Proposed Content and Evidence and either:

a) agree and submit a response on behalf of the Council; or

b) delegate authority to the Planning & Licensing Committee to formulate and submit a response on behalf of the Council.

13. Town Mayor's Announcements

14. Reports from Representatives on Outside Bodies & Local Updates

to receive verbal reports from the representatives.

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

Next Police liaison meeting - TBA

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

Committee	Date	Minute Nos.	Recommendations
Community & Environment	28.09.26	1910-1919	
Finance & Policy	19.10.26	2212-2224 (2225)	
Personnel	21.09.26	494-497 (498-502)	
Planning & Licensing	21.09.26 19.10.26	3484-3491 3492-3499	

17. Information Items

i) Date of next meeting – **7 December 2026, Darby Green Centre, Darby Green Road, GU17 0DX**

ii) Forward Plan – to confirm forthcoming Council meeting dates and key agenda items:

Dates TBC	Meeting	Draft Items
21/09/26	Personnel	
16/11/26	F&P	Policy Review Strategic Plan monitoring Draft budget review
30/11/26	Community & Environment	Capital budget requirement 27/28 Town Council Plan monitoring
07/12/26	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
08/02/27	Community & 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	Community & Environment	Town Council Strategic Plan monitoring
01/03/27	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