



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Finance and Audit Committee Meeting held at 7pm on
Monday 11th February 2019
Council Chamber, Town Hall, High Street, Haslemere

Chairman	*Cllr Libby Piper
Deputy Chair	*Cllr M Odell
Councillors	Barton, Blades, *Dear, Edwards, *Hewett, Rodgers, Round

* present

The meeting was clerked by the Town Clerk, Lisa O'Sullivan
No press or public attended.

1/19 APOLOGIES FOR ABSENCE

Cllrs Edwards and Round – meeting at WBC

2/19 DISCLOSURE OF INTERESTS

No interests disclosed.

3/19 MINUTES OF THE LAST MEETING

The minutes of the meeting held 15th October 2018 were approved at Full Council on 22nd November 2018 and were signed as a true record.

4/19 MATTERS ARISING FROM THE LAST MEETING

None.

5/19 REVIEW OF COUNCIL POLICIES

RECOMMENDED: that the following documents are adopted by Full Council in March, with any revisions as stated:

1. Standing Orders

SO 3(t) to be updated so that Councillors entering and leaving the meeting are shown.

2. Financial Regulations

Check page formatting

3. Clerk's delegation schedule

To be reviewed once per terms and at each change of Clerk

4. Email use policy

Change date to 2019

5. ToR Highways sub-committee

To hold meetings at least quarterly

6. HTC/Haslemere Public Services Ltd Memorandum of Understanding

Amend to show that Haslemere Public toilets sub-committee approval needed for work.

6/19 INTERIM AUDIT REPORT

The Town Clerk reported that there were 2 issues raised in the last internal audit. The one concerning reporting on reserves when budgeting has been resolved. The second was a request for Council to review where its reserves are held to ensure risk is spread.

The Clerk has recently been provided with details of the Public Sector Deposit Fund/CCLA (see appendix) and it might be prudent to move another £85k to this very low risk fund which has the benefit of instant access to funds.

RESOLVED: That the Clerk and Chair of F&A consider this and other offerings on the market and report back to F&A before taking a paper to next Full Council.

7/19 SCHEDULE OF PAYMENTS SINCE LAST COUNCIL MEETING

Cllr Hewett noted that two payments of £20.12 had been made in respect of Clammer Hill Water. The Clerk confirmed this was in error and that the second overpayment would be credited back to the next bill.

Cllr Odell queried the large VAT refund. The Clerk stated that refunds usually run to several thousand, this one being high because of the Christmas Lights contract being paid (£20k).

8/19 CHARGING FOR PENSIONS CERTIFICATION

The office process around 2-4 certificates per month to confirm that people are alive for foreign pensions purposes. Other organisations charge for this service. It was suggested that a £5 charge be levied to cover officer time. The committee felt that there should either be no charge or that a fee of £10 which would cover time processing the payments for accounting purposes.

RECOMMENDED: That Full Council is asked to make a decision on this in March.

9/19 DATE OF NEXT MEETING

10th June 2019.

Meeting finished 7.34 pm

Signed.....
Chairman of Meeting

Date.....