



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [town.clerk@haslemeretc.org](mailto:town.clerk@haslemeretc.org)

4<sup>th</sup> June 2019

To all Members of Finance and Audit Committee  
All other Councillors for Information

<b>Chairman</b>	
<b>Vice-Chairman</b>	
<b>Councillors</b>	Arrick, Davidson, Dear, Dullaway, Hewett, Robini, Round, Weldon, Whitby

I hereby give notice that a meeting of the Finance and Audit Committee will be held on Monday 10<sup>th</sup> June 2019 at 7pm in the Town Hall, High Street, Haslemere and you are hereby summoned to attend such meeting.

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

Yours sincerely,

LISA O'SULLIVAN  
Town Clerk

## **AGENDA**

### **1. AMENDMENT TO COMMITTEE MEMBERSHIP**

**RECOMMENDED:** That Cllr Gary Lloyd is added to the membership of the Finance and Audit committee.

### **2. ELECTION OF CHAIRMAN**

To elect the chair for the forthcoming year.

### **3. ELECTION OF VICE-CHAIRMAN**

To elect the vice-chair for the forthcoming year.

### **4. APOLOGIES FOR ABSENCE**

To receive apologies from Members.

### **5. DISCLOSURE OF INTERESTS**

To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

## **6. MINUTES OF THE LAST MEETING**

## **APPENDIX 1**

The minutes of the meeting held 11<sup>th</sup> February 2019 were approved at Full Council on 21<sup>st</sup> March 2019 and are attached for information only. Chairman to sign.

## **7. EXTERNAL AUDIT FOR LAST FINANCIAL YEAR**

Town Clerk to report. Committee to note the following key dates:

May 2019

Internal auditor signed off his report to external auditor, no issues.  
Council approved the AGAR Governance and Accounting Statements.

June 2019

RFO assembles evidence as required by external auditor.

July 2019

Deadline for audit submission - 1 July.  
Period for the exercise of public rights - Monday 17 June to Friday 26 July 2019.

September 2019

Statutory deadline by which the AGAR Part 3 & signed external auditor report must be published on website – 30th September.

## **8. LOAN RESERVE ACCOUNT**

Town Clerk to report.

**RECOMMENDED:** That the Clerk and Chair of F&A review offerings on the market for council investment and report back to F&A by email before taking a paper to next Full Council.

## **9. POLICY REVIEW**

## **APPENDICES 2-7**

Committee to review the timetable for review of policy documents at Appendix 2.

### **RECOMMENDED:**

1. That the Amenities Committee is asked to review its Terms of Reference (Appendix 3) and submit reviewed document to September Full Council.

The following to be discussed by committee:

2. Broadcasting and social media policy at Appendix 4.
3. Equal opportunities policy at Appendix 5.
4. Freedom of Information policy at Appendix 6.
5. Public Speaking at meetings policy at Appendix 7.

## **10. COMMITTEE NAME**

Since the role of the committee is less about audit and more about governance / policy Committee to consider changing its name to Finance and Policy (F&P).

## **11. DATE OF NEXT MEETING**

7<sup>th</sup> October 2019.

\*\* End of Agenda \*\*