



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 10th June 2019
Council Chamber, Town Hall, High Street, Haslemere

Chairman	*Cllr David Round
Deputy Chair	*Cllr G Lloyd
Councillors	Arrick, Davidson, *Dear, *Dullaway, *Hewett, *Robini, *Weldon, *Whitby

* present

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

In the absence of a Chairman the Mayor, Cllr Robini chaired the first two items.

10/19 AMENDMENT TO COMMITTEE MEMBERSHIP

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

11/19 ELECTION OF CHAIRMAN

Cllr Robini proposed Cllr Round. Cllr Dear seconded the nomination.
No other nominations were received.

RECOMMENDED: That Cllr David Round is elected the chair of the Finance and Audit committee for the forthcoming year.

12/19 ELECTION OF VICE=CHAIRMAN

Cllr Round proposed Cllr Lloyd. Cllr Whitby seconded the nomination.
No other nominations were received.

RECOMMENDED: That Cllr Gary Lloyd is elected the vice-chair of the Finance and Audit committee for the forthcoming year.

13/19 APOLOGIES FOR ABSENCE

Cllr Davidson – WBC training

Apologies were not received from Cllr Arrick.

14/19 DISCLOSURE OF INTERESTS

No interests disclosed.

15/19 MINUTES OF THE LAST MEETING

The minutes of the meeting held 11th February 2019 were approved at Full Council on 21st March 2019 and were signed by the Chairman as a true record.

16/19 EXTERNAL AUDIT FOR LAST FINANCIAL YEAR

The Town Clerk reported the process and timetable for the external audit for 2018-19. This was noted by the Committee.

17/19 LOAN RESERVE ACCOUNT

There was some discussion on where the Council should hold its funds. Cllr Dullaway noted that the Council had around £270k with the same institution and this needed to be taken into consideration when considering new accounts, of which there may be more than one. Cllr Lloyd asked whether ethical banking options could be considered. He offered to send some examples to the Clerk.

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. Any councillor with suggested options to contact the Clerk.

18/19 POLICY REVIEW

The Committee noted the timetable for review of policy documents.

RECOMMENDED:

- 1. That the Amenities Committee is asked to review its Terms of Reference and submit reviewed document to September Full Council.
- 2. That the Council’s existing Broadcasting and social media policy needs no further amendments.
- 3. That the Council’s Equal opportunities policy to be clarified so that:
 - i. It includes both staff and councillors.
 - ii. It is clear that the policy will be applied in all circumstances where the council deals with the public, for instance in the provision of services.
- 4. That the current Freedom of Information publication scheme needs updating by Clerk.
- 5. That the current Public Speaking at meetings policy, requires numbering correcting and the current second ii to add ‘unless directed by the Chairman of the meeting’.

The committee commented that a visible timing device for speakers, particularly at Planning, needs to be implemented.

19/19 COMMITTEE NAME

It was agreed that the ‘Audit’ element of the name was not required. It was felt that ‘policy’ was not a true reflection of the committee’s terms of reference.

RECOMMENDED: That the name of the Finance and Audit Committee be changed to Finance and Governance.

20/19 DATE OF NEXT MEETING

7th October 2019.

Meeting finished 7.35 pm

Signed.....
Chairman of Meeting

Date.....