Minutes of the Finance and Audit Committee Meeting held at 7pm on

Monday 15th October 2018

Council Chamber, Town Hall, High Street, Haslemere

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| **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. **APOLOGIES FOR ABSENCE**

Cllrs Round and Blades

1. **DISCLOSURE OF INTERESTS**

No interests disclosed.

1. **ELECTION OF CHAIRMAN**

Cllr Odell nominated Cllr Piper. Cllr Hewett seconded the nomination. There were no further nominations.

**RESOLVED**: That Cllr Piper is elected as Chairman of Finance and Audit Committee for 2018-2019.

1. **ELECTION OF VICE CHAIRMAN**

Cllr Piper nominated Cllr Odell. Cllr Hewett seconded the nomination. There were no further nominations.

**RESOLVED**: That Cllr Odell is elected as Vice-Chairman of Finance and Audit Committee for 2018-2019.

1. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held 12th February 2018 were approved at Full Council on 22nd March 2018 and had already been signed by the Chairman.

1. **MATTERS ARISING FROM THE LAST MEETING**

Cllr Odell reported that Amenities had reviewed the Clammer Hill allotment contract and consulted with both neighbours and allotment holders. Some new points had been agreed, including the installation of a communal shed. There will be a 5p rise per sqm in 2020.

The Clerk confirmed that the movement of Council reserve account to United Trust bank had taken place.

1. **REVIEW OF COUNCIL POLICIES**

It was agreed that the following policies need to be reviewed.

1. Standing Orders – Town Clerk to produce first draft to discuss with Chairman before being taken to committee.
2. Financial Regulations – Town Clerk to produce first draft to discuss with Chairman before being taken to committee.
3. Clerk’s delegation schedule – Town Clerk to produce for next meeting
4. Email use policy – Town Clerk to produce first draft to discuss with Cllr Odell before being taken to committee.

Cllr Piper noted that a Memorandum of Understanding between HTC and Haslemere Public Services Ltd needs to be produced for Council. Town Clerk to produce first draft to discuss with Cllr Dear before being taken to committee.

The committee noted that the Grants process / terms of reference is still not tight enough. Clerk to ask Grants committee to review then report back to F&A.

1. **DATE OF NEXT MEETING**

11TH February 2019.

Meeting finished 7.15 pm

Signed……………………………………..

Chairman of Meeting

Date………………………………………..