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

Monday 19th June 2017

Council Chamber, Town Hall, High Street, Haslemere

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

\* present

The meeting was clerked by the Town Clerk, Lisa O’Sullivan

No press or public attended.

Cllr William King took the chair until the new Chairman was elected. Before the meeting his notified the committee that he would be standing down from the Finance and Audit committee effective from the end of this meeting.

1. **APOLOGIES FOR ABSENCE**

Cllr Rodgers.

1. **DISCLOSURE OF INTERESTS**

No interests disclosed.

1. **ELECTION OF CHAIRMAN**

Cllr Piper was proposed by Cllr Round

Cllr Piper was seconded by Cllr Carter

No other nominations were received.

**RECOMMENDED**: Cllr Libby Piper is elected Chairman of Finance and Audit for 2017-2018.

Cllr Piper took the chair.

1. **ELECTION OF VICE-CHAIRMAN**

Cllr Odell was proposed by Cllr Piper

Cllr Odell was seconded by Cllr King

No other nominations were received.

**RECOMMENDED**: Cllr Melanie Odell is elected Vice-Chairman of Finance and Audit for 2017-2018.

1. **VARIATION TO COMMITTEE MEMBERSHIP**

**RESOLVED**: That Cllrs Dear and Barton are added as members of Finance and Audit committee 2017-2018. Cllr King is removed following this meeting.

1. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held 10th October 2016 were approved at Full Council on 17th November 2016 and were signed by the Chairman.

1. **MATTERS ARISING**

Minuted 26/16 – Cllr Piper asked if the Terms of Reference had gone to November Council. Town Clerk to check.

Cllr Odell noted that the checkbox system for Council tenders had not been adopted. Cllrs Odell, Round, King and Town Clerk to bring to July Council.

Cllr Piper noted that Terms of Reference for each committee should be updated each Council term. Town Clerk to update list and circulate before next meeting.

28/16 – ‘September’ should read ‘October’.

29/16 – Cllr Piper asked whether Localism funding had been applied for 2017-18. Town Clerk advised that it had, awaiting reply.

1. **EARLY REPAYMENT OF PWLB LOAN**

The Committee agreed that they did not have enough information to make an informed decision on this. Town Clerk to ask Cllr Hall to write a summary paper, easily understood, for next F&A.

The next F&A meeting should be held before end August 2016 in time for budget round.

1. **AMENDMENT TO FINANCIAL REGULATIONS**

**RECOMMEDED**: That the Financial Regulations at APPENDIX 3, dated June 2017, are adopted by Council after point 5:3 typo ‘analyse’ is replaced with ‘assign’.

1. **ITEMS WHICH THE RFO IS DELEGATED BY COUNCIL TO PAY**

**RECOMMENDED**: that the attached schedule of payments at APPENDIX 3 is approved.

1. **UNDERWRITING OF LEASE OF MARJORIE GRAY HALL**

Cllr Edwards suggested that this should have come to F&A for consideration before going to Council however it was acknowledged that time constraints did not make this possible. Wherever possible any proposals with significant financial risks should go to Council via F&A. Cllr Carter agreed to do a short briefing note to F&A for the record.

Cllr Dear noted that a good deal had been negotiated, Cllr Piper confirmed that the lease would be capped at a maximum of £7500.

It was noted that a line needs to go in the budget for this, Cllr Hewett noted that the contingent liability needs to be covered in the budget.

Town Clerk was asked to seek advice from Auditor on how the potential liability can be best covered by the Council.

Meeting finished 7.40pm

Signed……………………………………..

Chairman of Meeting

Date………………………………………..