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

Monday 26th February 2018

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, Rodgers, \*Round |

\* present

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

No press or public attended.

1. **APOLOGIES FOR ABSENCE**

Cllrs Hewett and Carter.

1. **DISCLOSURE OF INTERESTS**

No interests disclosed.

1. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held 9th October 2017 were approved at Full Council on 16th November 2017 and were signed by the Chairman.

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

None not covered elsewhere on the Agenda.

1. **GDPR (General Data Protection Regulations)**

The committee had received a written report from the Clerk in advance of the meeting, a copy of which is appended to the minute book. Cllr Edwards noted that the Council needs to be able to explain where data has gone if deleted. The Clerk explained that this was the purpose of a published data retention policy and reminded the committee that the regulations only cover personal data which identifies a living person.

There was some discussion over email and documents being held by councillors. Cllr Odell explained that everything would need to be accessed via web browser, not downloaded to individual PCs and noted that GSuite, which the Council is shortly moving to, is certified GDPR compliant.

There was some discussion on issuing councillors with HTC tablets but the general feeling was that this was not necessary.

**RECOMMENDED:**

1. The Clerk continues to work with Cllr Odell and Town Hall staff to ensure that the key points above are implemented.
2. New Data Protection and IT usage and storage policies are adopted by Council before the deadline. These must be regularly reviewed and added to the policy review schedule already in place.
3. The Clerk brings an options paper and recommendation to March Council regarding the role of the DPO. This may involve paying to outsource to a company who offers the service (who will also supply policy templates).
4. **SAVINGS ACCOUNT**

The committee considered the document put forward by the Clerk. There was some discussion over the potential for interest rates to rise in the near future and, on that basis, whether two years fixed would be better than three.

**RECOMMENDED*:*** that the Clerk is instructed to move the balance of the Council’s reserve account, currently £67,053.60, to a new account with United Trust Bank at a 2 year fixed rate of 1.7%. Cllrs Carter and Piper and Town Clerk Lisa O’Sullivan and Deputy Town Clerk Pippa Auger to be signatories (any two to sign)

1. **AUDITOR INTERIM RECOMMENDATIONS**

The Clerk reported that all items complete except:

**Transparency code compliance**. In progress, to be completed by end of March / when new website goes live.

**TH banks accounts all with one bank**. Dealt with at 6/18 above.

1. **COMPLAINTS PROCEDURE**

**RECOMMENDED**: that the Complaints Procedure as previously circulated is adopted with the following amendments:

* 1. Paragraph 7 – replace ‘independent councillor’ with ‘other councillors’.
  2. Paragraph 8 – remove the word ‘normally’ in the first sentence.

1. **ALLOTMENT MANAGEMENT DOCUMENTATION**

Cllr Piper noted that the allotment management plan seemed more restrictive to Clammer plot holders than those on other sites. Cllr Odell clarified that the site had more neighbours overlooking than other sites and the restrictions were partly due to discussions with these neighbours before the sites were set up.

It was noted that some of the restrictions at Clammer Hill are not being adhered to, for instance plastic storage boxes are being used.

**RECOMMENDED**:

* 1. That the allotment management document is adopted by Council with the section ‘Information specific to the Clammer Hill site’ removed. Instead the document will state that ‘site specific appendices may be added in the future’
  2. Amenities committee will arrange to seek the view of current potholders and, where appropriate, neighbours to the Clammer Hill site on the current site specific restrictions.
  3. Allotment documents circulated to F&A had track changes removed. Deputy Clerk to re-circulate with changes.

1. **APPOINTMENT OF EXTERNAL AUDITOR**

The committee noted the appointment of PKF Littlejohn LLP as the Council’s external auditor until 2022.

1. **EXCLUSION Of THE PUBLIC**

**RESOLVED**: That the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

1. **TOWN COUNCIL INSURANCE RENEWAL**

The Committee considered the report by the Clerk It was noted that the quotes were on a like for like basis and that there was very little difference in cost.

**RECOMMENDED**: That Haslemere Town Council retains Zurich as its insurer for the next 3 years, as per the insurance renewal schedule circulated to the committee, since they have due to the positive nature of the relationship which has been established when claims have arisen over the last three years.

Meeting finished 7.55pm

Signed……………………………………..

Chairman of Meeting

Date………………………………………..