



HASLEMERE TOWN COUNCIL

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Minutes of the Finance and Audit Committee Meeting held at 7pm on
Monday 8th February 2016
Council Chamber, Town Hall, High Street, Haslemere

Chairman	*Cllr Ged Hall
Deputy Chair	Cllr S Drake
Councillors	*Edwards, *Hewett, *Odell, *Piper, Rodgers, Sherratt

* present

The meeting was clerked by the Deputy Town Clerk, Sarah Nash
No press or public attended.

1/16 APOLOGIES FOR ABSENCE

Cllrs Drake, Rodgers and Sherratt.

2/16 DISCLOSURE OF INTERESTS

Cllr Odell declared an Non-Pecuniary interest in item 8 of the agenda.

3/16 MINUTES OF THE LAST MEETING

The minutes of the meeting held 12th October 2015 were approved at Full Council on 19th November 2015.

4/16 MATTERS ARISING

17/15: Cllr Piper noted that a preferred computer support supplier list has not yet been circulated to the committee. This needs to be arranged as a matter of priority; if a recommendation needs to be made by F&A, a special meeting will need to be called as the committee would like the preferred list to be approved at March Council.

RECOMMENDED: Town Clerk to create a preferred supplier list based on call out charge, hourly rate, travel time and hours of operation, to take to March council.

5/16 FINANCIAL SERVICES COMPENSATION SCHEME

It was questioned whether the £75,000 deposit protection limit is applicable per client or per account. If it is per account it may be possible to move funds between accounts to spread the risk, however if it is per client Council may wish to consider opening an additional deposit account. Clarification on interest rates for each Unity Trust account is needed.

The Deputy Town Clerk advised that there are likely to be significant charges levied on opening new accounts.

It was suggested that it may be helpful to know what other council's do.

RECOMMENDED: The Deputy Town Clerk to clarify whether the protection limit is applicable per client or per account, and how much the charges for opening new accounts with Unity Trust are. In addition to this Deputy Town Clerk to advise what HTC's current interest rates are and to seek advice from other councils.

Once Cllr Hall has been given this information he will produce a paper with recommendations to take to March Council.

6/16 HTC GRANTS PROCESS

Cllr Piper introduced this item. A number of issues were raised:

- Should revenue grants be awarded from the small grants budget?
- How many people should small grants benefit?
- Should applicants be awarded grants a number of years in succession?
- Where else do the applicants seek funding from? Applications may be looked upon more favourably if other parish councils are approached for funding if appropriate.
- Cllr Hewett felt that there should be no distinction between capital and revenue grants in the Grants Process.
- Cllr Hall suggested that every grant should be consider on its own merits.

RECOMMENDED: Deputy Town Clerk to amend the Grants Process note and forward to Cllr Piper for agreement (updated version attached to these minutes as **APPENDIX 1**). The updated note will then go to March Grants Committee for consideration.

7/16 HTC PLANNING PROCESS

There was some discussion about the need to streamline the planning process and to ensure that current practices are in accordance with the Planning & Highways Committee Terms of Reference.

RECOMMENDED: Cllr Piper and Deputy Town Clerk to review the Terms of Reference and circulate to the Committee for agreement before sending to March Council.

8/16 HTC REVENUE GRANTS REVIEW

It was agreed at January Council that the three revenue grants should be reviewed.

Cllr Hall highlighted that each organisation had the following sums in their reserves:

Haslemere Educational Museum	Believed to be £1.2million
Waverley HOPPA	£586,000
Waverley CAB	£217,000

Cllr Hall also advised that HTC's grants process states that funding should not be awarded to organisations to increase reserves.

Cllr Hewett highlighted that many organisations have restricted funds which do not form part of the operating capital.

Cllr Odell confirmed that the Museum usually operates with a deficit however a large bequest was received; this has gone into the Museum in a Million fund with the aim of raising £2million which will enable the Museum to operate from accrued interest.

Cllr Piper suggested that the Waverley CAB grant should not be reviewed yet as HTC has awarded a three year grant to them, this will end during the 2017/18 financial year.

Cllr Hall suggested that phased withdrawal of grant funding could be implemented.

Cllr Piper advised that she and Cllr Carter met to discuss setting up a charitable company to secure/seek funding for community schemes. If this is successful some of this funding could go towards some grant recipients.

RECOMMENDED: Cllr Hall to draw up options for all three revenue grants to be staged down over a three year period. These options will be circulated to the F&A committee for comment before going to March Council for consideration.

9/16 CREDIT CARD PAYMENTS

The list of payments were noted. Cllr Piper requested in future that cost centres are displayed on future statements included as an appendix.

RECOMMENDED: Town Clerk to ensure that the credit card statements clearly show cost centres on future agendas.

Meeting finished 8.30pm

Signed.....
Chairman of Meeting

Date.....