



# HASLEMERE TOWN COUNCIL

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Minutes of the Finance and Audit Committee Meeting held at 7pm on  
Monday 10<sup>th</sup> October 2016  
Council Chamber, Town Hall, High Street, Haslemere

<b>Chairman</b>	*Cllr Ged Hall
<b>Deputy Chair</b>	*Cllr W. King
<b>Councillors</b>	Abeyesundara, Carter*, Drake*, Edwards, Hewett*, Newbury, Odell, Rogers, Round, Sherratt

\* present

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

## **21/16 APOLOGIES FOR ABSENCE**

Cllrs Abeyesundara, Odell, Round, Edwards, Sherratt, Newbury.

## **22/16 DISCLOSURE OF INTERESTS**

No interests disclosed.

## **23/16 MINUTES OF THE LAST MEETING**

The minutes of the meeting held 13<sup>th</sup> June 2016 and approved at Full Council on 14<sup>th</sup> July 2016 were signed by the Chairman.

## **24/16 MATTERS ARISING**

None.

## **25/16 FINANCIAL SERVICES COMPENSATION SCHEME**

Cllr Hall gave some background, explaining that this Government system only protected investors up to £75k with any one firm. The Committee agreed that the PWLB 'sinking fund' should be moved to a different firm in order to spread the risk.

**RECOMMENDED:** Town Clerk to investigate some alternative, high yield accounts and Government Bonds and report back.

## **26/16 INTERNAL PROCESS REVIEWS**

Cllr Hall suggested that the revised ToR which will be going to November Council needed to be clarified to show that F&A would work with the Budget working group as required. Town Clerk to do this before it goes to Council.

Complaints procedure. There was some discussion over the best way to handle a complaint by the public. The Clerk stated the procedure would only be used in 'corporate' complaints

ie. about general Council decisions as those about individual councillors would be sent to WBC monitoring officer, those about financial irregularity are dealt with by the Council's external auditor, criminal complaints are forwarded to the police and complaints about town hall Officers would be dealt with via the Staffing Committee. The Committee asked that the draft procedure be clarified in regards to complaints against staff.

**RECOMMENDED:** Once the agreed amendments have been made, the F&A Terms of Reference and Complaints procedure be adopted by November council.

### **27/16 TENDER AND PROCUREMENT PROCESS**

Cllr Hall explained that the tender process that the Deputy Clerk had followed for the recent playground refurbishment project had been robust and fit-for-purpose and he did not consider that any amendment to the tender or procurement process was required at this time.

**RECOMMENDED:** No amendment to the tender or procurement process is required at this time.

### **28/16 PAYROLL PROVIDER**

The Clerk explained that the Council's current payroll provider was not giving adequate service.

**RECOMMENDED:** The Town Clerk brings a proposal to September Council having received 3 quotes for alternative services, the report must consider price and service.

### **29/16 LOCALISM GRANT**

Cllr Hall explained that HTC has a significant amount of money to spend by the end of March. Currently the Town Clerk with either Chair of Amenities or F&A can authorise expenditure up to £1000. There was some discussion on projects that the funds could be used on however Cllr Hall explained that this could no longer be spent on jetting drains.

Cllr King suggested that SCC Councillor John Fury should be contacted about this issue.

Cllr King also suggested that money could be spent on replacing / filling grit bins since SCC will not be doing this due to budget cuts. Cllr Drake noted that a grit bin was required at the top of Museum Hill, a blackspot for accidents in bad weather.

**RECOMMENDED:** Councillors are asked to provide a list of projects to the Town Clerk for discussion at November Council.

### **30/16 LINED ITEMS IN BUDGET**

This was deferred to be considered with item 13.

### **31/16 BUDGET vs OUT-TURN YEAR TO DATE**

Cllr Hall stated that he had looked at the Detailed Income and Expenditure by Budget Heading that had been circulated to all members before the meeting and had no concerns at the current state of play. The Committee agreed that there were no issues that they wanted to raise.

The Clerk stated that where there has been more than 50% spent so far she could provide reasons and that the Town Hall telephone contract had recently been renewed on a better package so calls should be seen to be coming down. Any significant overspends will be reported to November Council.

**32/16 PWLB ACCRUALS**

The Committee was satisfied that the PWLB 'sinking fund' is at an adequate level.

**33/16 PRODUCTION OF A 'STATE OF PLAY' DOCUMENT GIVING INFO ON HTC'S BUDGET USE. OVER/UNDERSPENDS**

Cllr Hall stated that some lines from this year's budget – Queen's 90<sup>th</sup> birthday (£3k), BBQ Surfaces on Lion Green (£2k), Neighbourhood Plan (£11k), VIC (£15k), Youth Worker (£3k) were potentially not required for next year and so that money could be freed up for other purposes.

Cllr Drake suggested that it would be prudent to pay money off the Council's outstanding loans from any surpluses. The Town Clerk said she would investigate any overpayment / early redemption fees.

Cllr Carter cautioned that with further significant cuts to its budget, SCC would be decreasing services, some of which HTC might want to take ver. There was also discussion over the Council promoting the good work that it does. It was noted that there is currently no budget for Meet the Mayor type sessions.

**RECOMMENDED:**

- 1) That the Budget Working Party does not recommend an increase in Precept for 2017-2018.
- 2) That the Budget Working Party adds and additional £5k towards payment of loan debt in the next financial year.
- 3) At the end of 2016-2017 financial year any budget surplus should be used to pay off debt, so long as the general reserve is at an acceptable level.

**34/16 CREDIT CARD PAYMENTS**

**RECOMMENDED:** That the payments on the credit card made after those agreed at the last Full Council are approved.

Meeting finished 7.50pm

Signed.....  
Chairman of Meeting

Date.....