



# HASLEMERE TOWN COUNCIL

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2<sup>nd</sup> December 2020

To all Members of Finance and Audit Committee  
All other Councillors for Information

<b>Chairman</b>	Cllr D Round
<b>Vice-Chairman</b>	Cllr G Lloyd
<b>Councillors</b>	Arrick, Davidson, Dear, Dullaway, Hewett, Robini, Weldon, Whitby

I hereby give notice that a meeting of the Finance and Audit Committee will be held on Monday 7<sup>th</sup> December 2020 at 7pm, remotely via Zoom, and you are hereby summoned to attend such meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/88542419726?pwd=dzllLelIxTm1ZZGY2Rjlaa1ZlWVN2dz09>

Meeting ID: 885 4241 9726

Passcode: 582983

Members of the press and public are entitled to attend this meeting and are encouraged to do so

Yours sincerely,

LISA O'SULLIVAN  
Town Clerk

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

To receive apologies from Members.

### **2. DISCLOSURE OF INTERESTS**

To receive from members declarations of Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

### **3. MINUTES OF THE LAST MEETING**

### **APPENDIX 1**

The minutes of the meeting held 22<sup>nd</sup> June 2020 were approved at Full Council on 23<sup>rd</sup> July 2020 and are attached for information only. Chairman to sign.

### **4. INTERNAL AND EXTERNAL AUDITS**

### **APPENDICES 2 & 3**

Since the last meeting, the Clerk has received results of both the main External Audit by PKF Littlejohn and the interim audit by the Council's internal auditor. These reports will go to January council but committee to note:

- Neither auditor had any points to raise going forward
- The internal auditor is happy with Council's approach in assessing use of reserves in its budget process.
- Neither auditor made any comment on the level of Council's general reserve.

### **5. PWLB SINKING FUND**

### **APPENDIX 4**

As requested at the last meeting, the Clerk has circulated information from the PWLB regarding early re-payment of the loan – attached again for information. The Town Council's sinking fund is higher by around £15k than in the original repayment model.

**RECOMMENDED:** that a small working party is convened to address this issue and make a recommendation to February F&G.

### **6. COUNCIL RESERVES**

These were reviewed at the last meeting, update on actions shown below:

<b><u>Account</u></b>	<b><u>Amount</u></b>	<b><u>Action</u></b>	<b><u>Update</u></b>
Play equipment reserve	£28,303.02	Ask Amenities to come up with a plan to use the majority by end of FY	£11,018.10 spend agreed at Sept Council. A £9k update the zip wire is also being considered. When we take over Town Meadow we will see if the remainder can be spent there. Nothing has been put into the budget for play equipment replacement 2021-22.
Allotment reserve		Amenities to consider how it can be used	Will be spent by end of FY
Amenities committee fund		Ask Amenities committee to spend in this FY	Will be spent by end of FY

### **7. GRIEVANCE PROCEDURE**

### **APPENDIX 5**

As requested at the last meeting the Clerk asked the Staffing committee to review the Council's Grievance procedure. This has been done, attached. The Clerk has reviewed the Council's Transparency Code – no update required.

### **RECOMMENDED:**

That the Council's Grievance Procedure as attached does not require any amendment and is reviewed again in 4 years.

### **8. DATE OF NEXT MEETING**

8<sup>th</sup> February 2021.

\*\* End of Agenda \*\*