



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
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Minutes of the Finance and Audit Committee Meeting held at 7pm on  
Monday 22<sup>nd</sup> June 2020  
Via Zoom

<b>Chairman</b>	*Cllr David Round
<b>Deputy Chair</b>	*Cllr G Lloyd
<b>Councillors</b>	Arrick, *Davidson, *Dear, *Dullaway, Hewett, *Robini, *Weldon, *Whitby

\* present

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

## **8/20 APOLOGIES FOR ABSENCE**

The Clerk reported no apologies however after the meeting it transpired that Cllr Arrick had indeed sent apologies via email earlier in the day.

Apologies were not received from Cllr Hewett.

## **9/20 DISCLOSURE OF INTERESTS**

No interests disclosed.

## **10/20 PWLB SINKING FUND**

The Clerk explained that the reserve actually stands at £79,225 and is being added to each year to repay a PWLB loan from 2005 which matures in 2035. The spreadsheet showing the model for repayments was also done before her time and does not seem fit for purpose now.

It was agreed that as a first step the Clerk would seek clarification from PWLB as to redemption figure and any potential penalties.

Committee noted that during lockdown the Chairman and Clerk made the decision to re-invest the total maturing figure for another year as per the letter from United Trust which accompanied the Agenda.

## **11/20 COUNCIL RESERVES**

The Clerk gave an overview of Council's general and earmarked reserves, as set out in the report circulated before the meeting.

**RECOMMENDED-** General Reserve - no action needs to be taken, committee to keep a watching brief.

**RECOMMENDED:** That the Town Clerk carries out recommendations as set out in the table below:

Account	Closing Balance	Recommendations
EMR PLAY EQUIPMENT RESERVE	£ 28,438.00	Amenities committee to come up with a plan to use the majority of this by end of financial year
EMR ELECTION RESERVE	£ 11,977.64	Is added to each year, used in each election year
EMR FUTURE GRANTS RESERVE	£ 6,497.00	Covers grants awarded in 2019-20 FY but not claimed by end of year
EMR ALLOTMENT RESERVE	£ 7,006.77	At the end of each FY any surplus budget must be ringfenced for use on allotment sites - ask Amenities committee to consider how it can be used
EMR CHARTER FAIR	£ 7,500.00	Not claimed this FY due to Covid causing the fair to be cancelled, to be kept
EMR DEFERRED PROJECTS	£ 2,296.98	Projects committed in 2019-20 to be completed this FY
EMR TOWN HALL SURVEY/MTCE	£ 3,000.00	Accrual for survey on Town Hall every 5 years
EMR COMMUNITY PROJECTS RESERVE	£ 6,041.62	Balance of Community Fund is always earmarked - is generally spent on ad hoc community projects during the year
EMR TOWN HALL CONTENT/FURNISHI	£ 1,945.00	EMR to cover replacement of furniture / general upkeep
EMR TOWN HALL LOAN RESERVE	£ 79,225.00	To cover repayment of capital in 2035. Figure according to repayment model should be £67,112 - committee to decide course of action
EMR NEIGHBOURHOOD PLAN RESERVE	£ 9,949.42	Ongoing NP costs
EMR PUBLIC TOILETS MAINTENANCE	£ 539.93	Left over from last FY, if not spent this year will go into general reserve
EMR CCTV	£ 14,000.00	To pay for CCTV in Wey Hill and Haslemere being installed imminently
EMR COMMUNITY STORE	£ 1,068.73	A grant from SSE to the Haslmere Community Store we are administering
EMR AMENITIES COMMITTEE FUND	£ 1,863.00	Remainder of Amenities committee fund from last year - to be spent in this financial year.
<b>TOTAL</b>	<b>£ 181,349.09</b>	

## **12/20 REVIEW OF GOVERNANCE DOCUMENTS**

### **RECOMMENDED:**

Allotment management process – already under review by Amenities, no other action

Budget setting process, no revision required.

Grievance process – Clerk to review and take to Staffing Committee for approval.

Transparency Code – Clerk to investigate if amendment is required.

### **13/20 DATE OF NEXT MEETING**

5<sup>TH</sup> October 2020.

Meeting finished 7.28 pm

Signed.....  
Chairman of Meeting

Date.....