



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / town.clerk@haslemeretc.org

18th October 2022

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

Chairman	Cllr D Round
Vice-Chairman	Cllr G Lloyd
Councillors	Arrick, Davidson, Dear, Dullaway, Hewett, Robini, Waters, Weldon, Whitby

I hereby give notice that a meeting of the Finance and Governance Committee will be held on Monday 24th October 2022 at 7pm in the Council Chamber, Town Hall, High St, Haslemere and you are hereby summoned to attend such meeting.

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. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Committee to elect a Chairman and Vice-Chairman for the remainder of the council term.

2. APOLOGIES FOR ABSENCE

To receive apologies from Members.

3. DISCLOSURE OF INTERESTS

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011.

4. MINUTES OF THE LAST MEETING

RECOMMENDED: That the minutes of the meeting held 7th February 2022 are approved. Chairman to sign.

APPENDIX 1

5. CHANGE TO INTERNAL AUDITOR

As per Finance and Governance decision in October 2021, the Council's internal auditor's term finishes at the end of this financial year. A replacement must be found.

RECOMMENDED: That the Town Clerk seeks three quotes from alternative internal auditors, experienced in auditing local councils, and brings a recommendation to the next F&G meeting.

6. ADOPTION OF EXTERNAL AUDITOR

APPENDIX 2

Please see attached the letter from the SAAA which is self-explanatory. Last time this exercise was undertaken Council decided not to opt out of the joint arrangement for external audit and the Clerk advises that there is no reason to consider opting out this time.

RECOMMENDED: That in relation to the communication from SAAA (attached) the Clerk is instructed to take no action, meaning that the Council remains as part of the central scheme.

7. REVIEW OF COMPLAINTS PROCEDURE

APPENDIX 3

As requested at the last meeting, the Clerk has reviewed the Council's complaints procedure and has made some changes. It was not possible to track changes because the document has been altered so much however the main changes are to allow for an appeal by the complainant, which did not previously exist and is good practice.

RECOMMENDED: That the updated complaints procedure at Appendix 3 is adopted.

8. REVIEW OF GOVERNANCE DOCUMENTS

The Town Clerk has reviewed the index of governance documents and the following need reviewing.

- Standing Orders
- Financial Regs
- Clerk's delegation schedule
- Broadcast and social media
- Equal opportunities
- Public speaking at meetings
- Staffing Terms of Reference

RECOMMENDED: that the Town Clerk reviews the above document and brings back to the next meeting, with the exception of Staffing Terms of Reference which the Staffing committee are asked to review and send back to the next F&G meeting.

** End of Agenda **