Minutes of the Finance and Governance Committee Meeting held at 7pm on

Monday 24th October 2022

Town Hall, High St, Haslemere, GU27 2HG

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| **Chairman** | \*Cllr David Round |
| **Deputy Chair** | Cllr G Lloyd |
| **Councillors** | \*Arrick, Davidson, Dear, Dullaway, \*Hewett, \*Robini, Waters, \*Weldon, \*Whitby |

\* present

The meeting was clerked by the Town Clerk, Lisa O’Sullivan

No press or public attended.

1. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

Cllr Robini proposed Cllr Round for Chairman, seconded by Cllr Arrick.

Cllr Round proposed Cllr Lloyd for Vice Chairman, seconded by Cllr Whitby.

No other proposals were received.

**RECOMMENDED**: That Cllr Round is elected Chairman of the Finance and Governance committee for 2022-23, Cllr Lloyd is elected as Vice Chairman.

1. **APOLOGIES FOR ABSENCE**

Apologies were accepted from the following:

Cllrs Davidson, Dear and Dullaway – holiday

Cllr Waters – unwell

Cllr Lloyd did not attend the meeting and did not send apologies.

1. **DISCLOSURE OF INTERESTS**

No interests disclosed.

1. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held 7th February 2022 were agreed by the committee and signed by the Chairman.

1. **CHANGE TO INTERNAL AUDITOR**

**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.

1. **ADOPTION OF EXTERNAL AUDITOR**

**RECOMMENDED**: That in relation to the communication from SAAA regarding the appointment of a central external auditor, the Clerk is instructed to take no action, meaning that the Council remains as part of the central scheme.

1. **REVIEW OF COMPLAINTS PROCEDURE**

The Clerk explained that a right to appeal had been added as this is good practice. Cllr Whitby asked if there were complaints procedures in place internally for staff, the Clerk confirmed that there were.

**RECOMMENDED**: That the updated complaints procedure circulated with the Agenda is adopted.

1. **REVIEW OF GOVERNANCE DOCUMENTS**

**RECOMMENDED**: That the Town Clerk and Deputy Town Clerk review the following governance documents and circulate to the committee for proof reading in good time before the next F&G committee meeting due to be held on 6th February.

* Standing Orders
* Financial Regs
* Clerk’s delegation schedule
* Broadcast and social media
* Equal opportunities
* Public speaking at meetings
* Staffing Terms of Reference (to be reviewed by Staffing Committee.

Meeting finished 7.15 pm.

Signed……………………………………..

Chairman of Meeting

Date………………………………………..