



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Finance and Governance Committee Meeting held at 7pm on
Monday 24th October 2022
Town Hall, High St, Haslemere, GU27 2HG

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.

8/22 **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.

9/22 **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.

10/22 **DISCLOSURE OF INTERESTS**

No interests disclosed.

11/22 **MINUTES OF THE LAST MEETING**

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

12/22 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.

13/22 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.

14/22 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.

15/22 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
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- Staffing Terms of Reference (to be reviewed by Staffing Committee).

Meeting finished 7.15 pm.

Signed.....
Chairman of Meeting

Date.....