



HASLEMERE TOWN COUNCIL

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

Minutes of the Finance and Governance Committee Meeting held at 7pm on
Tuesday 10th October 2023
Town Hall, High St, Haslemere, GU27 2HG

Chairman	*Cllr Conrad Waters
Deputy Chair	*Cllr Farzana Aslam
Councillors	*Bayliss, Carroll, *Davidson, *Leach

* present

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

21/23 APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Carroll whose business trip to the US has been extended.

22/23 DISCLOSURE OF INTERESTS

No interests disclosed.

23/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held 20th June 2023 were agreed by July Full Council and signed by the Chairman as a true record.

24/23 COUNCIL FINANCES AND INVESTMENTS

The Chairman gave an update of progress made since the last meeting. Considerations that were not previously taken into account have been identified: the endowment payment for taking over maintenance of the Sturt Rd Sang is due and needs to be saved somewhere (£287k), income from CIL which is unknown but may be significant, and interest on investments (the interest on CCLA alone in September was £1k). As such, there will be more money to invest than has previously been the case.

The Chairman had discussed this with the Clerk and produced a revised proposal for Council, the committee was supportive of the recommendation, Cllr Davidson asked for a small amendment which was agreed.

RECOMMENDED:

- i. The committee notes the changes that the Clerk has made and is satisfied that they are in accordance with the strategy which was previously agreed.
- ii. That a Bank of Scotland current and deposit account, or more secure government backed deposit account (Clerk to investigate) are both opened to manage the endowment of £277k due to be paid to the council for management of the Sturt Road SANG. The normal maximum balance to be held in this account is to be no more than c. £300k.
- iii. That the normal maximum balance to be held in the Nationwide Building Society account is to be increased from nor more than £125k to no more than c. £250k.
- iv. That the normal maximum balance to be held in the CCLA account is to be increased from no more than £400k to no more than c. £500k.

- v. That the Town Clerk be asked to explore the opening of an additional deposit account with a financial institution of high credit standing, this to be used inter alia to hold the moneys currently with United Trust Bank Ltd on maturity of this deposit in May 2024.

25/23 GOVERNANCE DOCUMENTS

RECOMMENDED:

- i. That the Dignity at Work policy at Appendix 2 to the agenda is adopted.
- ii. That the Terms of Reference of the Finance and Governance committee are reviewed by the Chairman and Clerk and brought back to the next meeting on 13th February 2024.
- iii. In accordance with Council's request, that F&G reviews the way that Revenue Grants are dealt with in relation to the budget setting process, this item is put onto the agenda for the 13th February meeting. The document will, amongst other things, consider:
 - a. Ensuring that Revenue Grants are tied into Council Strategy.
 - b. Examining an arrangement under which Revenue Grants are, in principle, awarded towards the start of a new Council's term for the full, 4 year term.
 - c. Implementation of a memorandum of understanding procedure with Revenue Grant recipients in line with (a) above.
 - d. The reporting mechanism each recipient is required to adhere to if Revenue Grant funding is to be maintained throughout the Council's 4 year term.
- iv. That the Chairman and Clerk draft a Council expenses policy to be circulated to the Committee by email and brought to Council for adoption as soon as it is agreed.
- v. That the Clerk drafts a Lone Worker policy to be agreed by email before going on the agenda for the next Full Council meeting.

Meeting finished 7.35 pm.

Signed.....
Chairman of Meeting

Date.....13/02/2024