



# HASLEMERE TOWN COUNCIL

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7<sup>th</sup> February 2024

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

<b>Chairman</b>	Conrad Waters
<b>Vice-Chairman</b>	Farzana Aslam
<b>Councillors</b>	Carroll, Davidson, Leach

I hereby give notice that a meeting of the Finance and Governance Committee will be held on Tuesday 13<sup>th</sup> February 2024 at 7pm in the Council Chamber, Town Hall, High St, Haslemere and you are hereby summoned to attend such meeting.

The press and public are entitled to attend this meeting and are encouraged to do so.

Yours sincerely,

Mrs Lisa O'Sullivan  
Town Clerk

## AGENDA

### **1. APOLOGIES FOR ABSENCE**

To receive apologies from Members.

### **2. 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.

### **3. MINUTES OF THE LAST MEETING**

#### **APPENDIX 1**

The minutes of the meeting held 10<sup>th</sup> October 2023 were approved by Full Council on 16<sup>th</sup> November 2023. Chairman to sign.

### **4. BOOM BANK**

#### **APPENDIX 2**

Mark Jasper will make a short presentation to the committee, giving an overview of the organisation and how they would like HTC to help. The committee to consider any further steps / recommendation to council. A copy of a previous presentation made at Farnham Town council is attached for information.

### **5. COUNCIL INVESTMENTS**

#### **APPENDIX 3**

Town Clerk to report on the following, a summary of the council's deposits at 31<sup>st</sup> January is attached for information.

1. An instant account in which to pay the £277k SANG endowment has been applied for with Lloyds bank, not BoS as initially planned.

2. Options for opening a new investment account to hold the £108,728.65 the council will have to invest when the one-year fixed bond with United Trust Bank matures on 7<sup>th</sup> May 2024.

**RECOMMENDED:**

- i. That the committee confirms that that the new Lloyds bank instant access account can be used to invest the £277 SANG endowment.
- ii. That the Committee decides how the Clerk is to proceed in opening a suitable alternative account.

**6. IT SUPPORT TENDER**

**APPENDICES 4 & 5**

At the January meeting of Full Council, the Finance and Governance committee was asked to run a tender for the council's IT support and has delegated authority to award the contract. The council's agreed process is attached, along with the IT support specification.

**RECOMMENDED:** That the Town Clerk is authorised to start the process by providing the suppliers listed in Appendix 4 with the support specification and asking them to submit their tenders in the manner set out in the tender process document at Appendix 3. An additional F&G meeting may need to be called to award the contract if it is to start on 1st April 2024.

**7. COUNCIL FIDELITY INSURANCE INCREASE**

In May, the internal auditor asked the council to consider increasing its Fidelity Guarantee insurance (also known as Theft by Employee insurance) in line with the higher amounts now being held by the council. The insurance provides cover for loss of money and other property resulting from fraudulent or dishonest acts committed by an employee or councillor.

**RECOMMENDED:** That the Clerk makes arrangements with Zurich insurance to increase Haslemere Town Council's fidelity insurance for 2024-25 from £500,000 to £1m (balances at 1/2/24 are circa £750k, we are expecting £277 SANG endowment in March).

**8. GOVERNANCE DOCUMENTS**

The committee reviews the council's governance documents on a regular basis, making recommendations to council for any changes as necessary.

**RECOMMENDED:**

1. That the following documents that are due for review in 2024 are reviewed by the Clerk and Chairman and any suggested amendments brought back to the June F&G committee meeting:  
  
Budget setting process  
Grievance Procedure
2. That the Council's Standing Orders / Financial regulations are reviewed and amended to reflect recent council changes to the revenue grants process and clarify bank mandate and sign off levels. Updated documents to be brought to the June F&G committee meeting.
3. That the Amenities committee is asked to review the following in 2024: hire charges for Lion Green, St Christopher's Green & Council Chamber.

**\*\* End of Agenda \*\***