



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
Tuesday 9th July 2024, Town Hall, High St, Haslemere, GU27 2HG

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

* present

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

16/24 ELECTION OF CHAIRMAN

Cllr Leach nominated Cllr Waters. The nomination was seconded by Cllr Davidson. No other nominations were received.

RESOLVED: That Cllr Conrad Waters is elected chair of F&G for 2024-25.

17/24 ELECTION OF VICE-CHAIRMAN

Cllr Waters nominated Cllr Aslam. The nomination was seconded by Cllr Davidson. No other nominations were received.

RESOLVED: That Cllr Aslam is elected chair of F&G for 2024-25.

18/24 AMENDMENT TO COMMITTEE MEMBERSHIP

RESOLVED: That Cllrs Carter and Nicholson are added as members of the Finance and Governance committee.

19/24 APOLOGIES FOR ABSENCE

Cllrs Aslam and Carroll are away.

RESOLVED: That apologies received from councillors are accepted.

20/24 DISCLOSURE OF INTERESTS

No interests disclosed.

21/24 MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the Extraordinary Finance and Governance Committee meeting held 18th March 2024 are agreed. These were signed by the Chairman.

22/24 COUNCIL DEPOSITS, DEPOSIT LIMITS AND NEW ACCOUNTS

1. Council deposits and investments

Cllr Waters gave the background to the suggested changes. It was confirmed that the SANG endowment would be kept in a separate deposit account and that interest paid on it would be kept in that account to add towards maintenance costs.

RESOLVED: That the new suggested maximum deposit amounts for each account are approved.

2. Account signatories.

RESOLVED:

1. That the committee notes that the two new accounts have been set up and agrees the following mandates and changes to bank signatories:
 - 1.1. Lloyds – any three from Lisa O’Sullivan, Pippa Auger, Cllrs Carter, Davidson and Robini. Financial regulations are to be amended to reflect that in practice this means one officer and two councillors unless with written agreement of the Chair of Finance and Governance/ Mayor.
 - 1.2. Nat West – Any two of from Lisa O’Sullivan, Pippa Auger, Cllrs Carter, Davidson and Robini. The Clerk was told that this may be able to be changed after the account is open. Financial regulations are to be amended to reflect that in practice this means one officer and one councillor unless with written agreement of the Chair of Finance and Governance/ Mayor.
2. That the councillors Waters and Leach are added as signatories to the council’s current account and all deposit accounts which allow further signatories.

Cllr Carter requested that urgent requests by officers for payments to be authorised should be to be followed up with a phone call / text.

23/24 USE OF DEPOSIT FUNDS / EARLY PAYMENT OF PWLB LOAN

Cllr Waters gave to the two PWLB loans the council has. One is repaid on normal basis, one will be repaid in full in 2035, with a money set aside each year in a ‘sinking fund’ for that purpose. Cllr Waters reported that the way the Council’s reserves are moving means that there is possibility to repay the loan early. Whilst there is some merit in this the decision shouldn’t be taken in isolation, and the suggestion is that this is looked at as part of the overall budget setting process.

There was some support for the idea but more work needs to be done before a decision is made. Cllr Davidson noted that this had been looked at in the previous administration and that analysis needed to be done.

The Clerk advised that councils are not permitted to hold large reserves so this would need to be a consideration.

RESOLVED: That use of the additional funds received back from United Trust bank is considered as part of the council’s next budget setting round, which will include a forward budget for the remainder of the council term.

24/24 PAYMENT FOR MAINTENANCE OF SANG

The Clerk explained that projected costs for the first year are well in excess of those expected when the council first made the decision to take over the management of the SANG in 2020. At this stage it is hard to determine what ongoing costs will be, we will review at the end of the first year.

RESOLVED:

1. That budgeting for any top up to the SANG endowment is considered as part of the council’s next budget setting round.
2. That the remaining endowment and any need to top it up for future years is reviewed every four years, by subsequent councils.

25/24 GOOGLE DRIVE MIGRATION

RESOLVED:

That the quote of £840 from PAAC-IT to carry out Google Data Migration is approved. Up to £1,000 has already been agreed for this from the Legal and Professional fees EMR.

26/24 GOVERNANCE DOCUMENTS

RESOLVED: that the Budget Setting process at Appendix 4 is adopted.

Meeting finished 19:55 pm.

Signed.....
Chairman of Meeting

Date.....