



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 11th February 2025, Town Hall, High St, Haslemere, GU27 2HG

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

* present

Cllr Aslam attended on zoom.

The meeting was clerked by the Town Clerk, Lisa O'Sullivan, two members of the public attended.

1/25 APOLOGIES FOR ABSENCE

Cllr Aslam is at work

Cllrs Carroll away.

Cllr Carter is unwell

RESOLVED: That apologies received from councillors are accepted.

2/25 DISCLOSURE OF INTERESTS

Cllr Bayliss disclosed in interest in Item 6 as his wife is on the organising committee of Haslemere Festival. He will leave the room when this item is discussed.

3/25 MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the Finance and Governance Committee meeting held 8th October 2024 are agreed. These were signed by the Chairman.

4/25 SMALL GRANTS

This item was brought forward as grant applicants were present. The following were considered in the context of only £700 being left in the small grants budget for this financial year.

i. GREEN AND BLUE STUDIOS - £1,100 (Fitness classes for cancer patients)

The committee felt that this was an excellent initiative and that Green and Blue studios do good work for the community – for instance hosting the community fridge.

RESOLVED: That a small grant of £700 is awarded.

RECOMMENDED: That full council agrees the remaining £400 from any underspend in the 2024/25 Green Grants budget.

ii. HASLEMERE FESTIVAL - £1,000 (Classical concerts)

The Haslemere Festival is an important event in Haslemere's calendar. It brings people into the town which helps local retailers and provides a range of cultural activities for residents.

RECOMMENDED: That full council agrees the full award of £1000, to come out of the council's general reserve, which is at a healthy level.

5/25 COUNCIL DEPOSITS

The chairman noted that the normal maximum amount for the CCLA account should be £1,250,000 not £1,025,000. With that taken into account the committee noted that the council’s bank accounts were all within agreed tolerances.

6/25 REVIEW OF DIRECT DEBITS

RESOLVED: That the schedule of direct debits currently set up on the council’s current account are approved.

7/25 FINANCIAL YEAR END PROCESS

The town clerk reported that she and the deputy town clerk are working towards financial year end. This will involve using the services of the council’s accountant who will review transactions on the Omega and perform the end of year closure. There will then be a visitor by the Council’s internal auditor to check transactions are correct and procedures have been followed, finally the AGAR (annual governance and accountability return) for approval at May full council.

There is likely to be some net underspend at year end, caused by things such as a staff member leaving who will not be replaced by April, and significantly more bank interest being received than was budgeted for.

Council will receive a schedule, with recommendations from the Clerk, at the March full council meeting.

8/25 GOVERNANCE DOCUMENTS

None for review.

Meeting finished 20:45 pm.

Signed.....

Date.....

Chairman of Meeting

After the meeting had ended, there was a discussion over the criteria for awarding small grants so that consistency can be maintained. The current rules are out of date and need a review. The Clerk will put the formation of a small grants working party on the next Council agenda.