



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
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29<sup>th</sup> May 2015

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

<b>Chairman</b>	Cllr Piper
<b>Vice-Chairman</b>	Cllr Hewett
<b>Councillors</b>	Drake, Edwards, Hall, Odell, Rodgers, Sherratt

I hereby give notice that a meeting of the Finance and Audit Committee will be held on 8<sup>th</sup> June 2015 at 7pm in the Town Hall, High Street, Haslemere and you are hereby summoned to attend such meeting.

Members of the press and public are entitled to attend this meeting and are encouraged to do so.

Yours sincerely,

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 Disclosable Pecuniary Interests or Non-Pecuniary Interests, in addition to those listed attached in relation to any items included on the agenda for this meeting, in accordance with LOCALISM ACT 2011 s. 29 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

**3. ELECTION OF CHAIRMAN 2015/2016**

To receive nominations and to elect the Chairman for the forthcoming year.

**4. ELECTION OF VICE CHAIRMAN 2015/2016**

To receive nominations and to elect the Chairman for the forthcoming year.

**5. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 27<sup>th</sup> October 2015 were approved at Full Council November 2014.

**6. MATTERS ARISING**

To consider matters arising from those Minutes not otherwise on this Agenda.

**7. GRANTS PANEL – REVIEW OF PROCESS**

To consider the amended process document at

**APPENDIX 1a and 1b**

To make recommendation to Council on:

Grants Panel becoming a Committee of Council and therefore having properly published Agendas, minutes etc.

Grants Panel (or Committee) being held in open session, not Exempt.

**8. POTENTIAL INTRODUCTION OF COUNCIL LEADER**

To consider making a recommendation that a working party to be formed to investigate whether Council should consider introducing a Leader role in addition to the Mayor's role.

**9. ADVERTISING ON LION GREEN**

**RECOMMENDED**: That the current policy whereby the Mayor and Town Clerk have delegated authority to agree advertising on the Memorial Green be extended to cover advertising on Lion Green.

**10. SIGN OFF OF BANK PAYMENTS**

Currently payments are set up electronically by either the RFO or her Deputy then invoices scanned and sent to two bank signatories for authorisation. After this, the bank signatories have to physically sign the invoices in accordance with Standing Orders. The Internal Auditor is happy for the last step of the process to be left out as he is happy with the governance in place.

**RECOMMENDED**: That standing orders are amended to remove the necessity for invoices to be physically initialled.

**11. OTHER PROCESS REVIEWS**

To consider which, if any, other Council processes need reviewing and make recommendation to Council.

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