



HASLEMERE TOWN COUNCIL

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

9th June 2026

To all Members of Finance and Governance Committee (all other councillors for information)

Chairman	Conrad Waters
Vice-Chairman	Bryan Carroll
Councillors	Aslam, Bayliss, Carter, Davidson, Leach, Nicholson

Dear Councillor,

I hereby give notice that a meeting of the Finance and Governance Committee will be held at the Town Hall, High St, Haslemere, on Tuesday 16th June, commencing at 7pm, and that you are hereby summoned to attend such meeting.

The press and public are entitled to attend this meeting and are encouraged to do so. This meeting will be available via Zoom, joining instructions are as follows:

Yours sincerely,

Mrs Lisa O'Sullivan
Town Clerk

AGENDA

1. ELECTION OF COMMITTEE CHAIR FOR 2026-27

The committee will elect a chair for the coming year.

2. ELECTION OF COMMITTEE DEPUTY CHAIR FOR 2026-27

The committee will elect a deputy chair for the coming year.

3. APOLOGIES FOR ABSENCE

To receive apologies from Members.

4. 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. See guidance at end of Agenda.

5. MINUTES OF THE LAST MEETING

APPENDIX 1

RECOMMENDED: That the minutes of the Finance and Governance Committee meeting held 17th February 2026 are agreed as a true record. Chairman to sign.

6. COUNCIL DEPOSITS

APPENDIX 2

The committee will consider the report showing the council's current deposits against agreed deposit limits and earmarked reserves and make any recommendations for changes.

RECOMMENDED: That the committee notes the deposit report and considers whether to move any funds to the Nationwide deposit account, given that the CCLA deposit fund is slightly over the prescribed limit.

7. VAT REVIEW 2026

APPENDIX 3

The committee has previously instructed the Clerk to instruct Mulberry and Co to undertake a review of the council's current VAT situation. Attached is a report and table showing completed and outstanding actions.

It has been assessed that HTC should have charged VAT on the roundabout sponsorship invoices it has issues over the last few year. HMRC needs to be refunded £2350. Clerk to update the committee.

RECOMMENDED:

1. That the Clerk continues to seek the information required, and reverts to Mulberry and Co by the end of June to get further advice. In relation to actions where further assistance is required, Mulberry and Co continue to be used to provide advice. A recommendation needs to be made to and agreed by Full Council before any decision is made on how to manage new land going forward. The Clerk will keep the Chairman fully updated.
2. That HTC pays back HMRC £2350 from general reserves.

8. SMALL GRANTS

I. The committee to note that the following small grants have been awarded under delegated authority since the last F&G meeting:

Haslemere Educational Museum - £250 – towards Earth Day event costs.

II. Committee to note total small grants awarded so far 2025-26:

Organisation	Project	Amount
Firepit foodies	Firepit and cooking utensils	£495
2025-26 Budget remaining - £4505		

III. Committee to consider the following small grant application.

APPENDIX 4

Organisation: Haslewey (Haslemere & District Community Centre)

Project Description: Counselling sessions

Previous Grants from HTC: £1000 for same project in 2023

9. REVIEW OF GOVERNANCE DOCUMENTS

Clerk to report. The CCTV policies are new, prepared by the Deputy Clerk in accordance with best practice. The others were existing and have been update in line with new legislation, no significant changes made.

RECOMMENDED: That the following governance documents are adopted.

- CCTV Policies:
 - 2026 CCTV policy
 - 2026 CCTV privacy notice
 - 2026 Data protection policy
 - 2026 2026 Subject access request policy
- Complaints Procedure
- Freedom of Information
 - 2026 FoI Policy
 - 2026 FoI internal process
 - 2026 FoI publication scheme
- Transparency Code
- Pensions Discretion

RECOMMENDED: That the policies listed above are adopted.

**** End of Agenda ****

DO YOU HAVE AN INTEREST TO DECLARE IN ANY ITEM ON THIS AGENDA? THE TABLE BELOW WILL HELP YOU TO DECIDE. FOR FURTHER ASSISTANCE CONTACT THE CLERK.

Your declaration can be found under your photo here:

<https://haslemeretc.org/meet-the-councillors/>

