



HASLEMERE TOWN COUNCIL

Finance and Governance actions – report to July Council 2026.

Following the resignation of the Town Clerk, she has met with the Chair of F&G (Cllr Waters) and Deputy Town Clerk to discuss any actions that need to be taken relating to the safeguarding and seamless operation of the council's finances.

They also reviewed the Clerk's delegation schedule which standing orders dictate must be reviewed by Council on the change of Town Clerk. Additionally, consideration was given to what, if any, other decisions council needs to make either due to the Clerk's resignation or other factors.

RECOMMENDED:

Issue	Action	Comments
Banking mandate changes	Remove LOS from ALL bank account mandates, to include Mayor's Lloyds bank account	FC approval July action immediately
	Update Pippa's name to Sherriff on all mandates	Change of name
	Add Katie to Unity Trust with the ability to view and set up payments	Action immediately, KP will be able to view and set up payments as part of her role but not authorise them or make money transfers
	Add the following councillors as signatories with the ability to authorise payments: Bayliss, Bridge, Morrison	To ensure the office has plenty of options and that the same councillors are not overburdened each week. Councillors currently set up are: Carroll, Carter, Davidson, Leach, Waters, Weldon
	Remove Cllr Robini from bank mandates	Action immediately
Other account changes	Change Clerk's name as account holder.	There will be a significant number of these changes to things such as photocopier lease. To be processed asap after the clerk has left and her replacement is in place or sooner if necessary.
Town Hall Credit card	Apply for a replacement credit card in Pippa Sherriff's name	Name needs to have been moved out of Lisa's name before she leaves
Sign off for payments after election	Recommendation for full council that existing signatories may continue to sign off payments if necessary, until new cllrs are on the council's mandates	Is necessary if current signatories are not elected.
Clerk's delegation schedule	Recommendation for full council	Reviewed by Clerk, Chair of F&G and Deputy Clerk. Small changes made.
Haslemere Public Services Ltd	Change director to Pippa Sherriff.	This is necessary to allow for the submission of accounts once per year
Mayor's Lloyds bank account	Add Jo Cork to view and set up / authorise payments. There is dual sign off with the deputy town clerk.	This account is not a town council account and does not fall under internal or external audit. It is an account used to hold money raised from fundraising by the Mayor.