



Halesworth Town Council

Town Clerk: David Lines
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Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 18th December 2023** at 6.30pm in the **DAY CENTRE**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

13th December 2023

Members of the Public and the Press are welcome to attend the meeting.

FINANCE & GOVERNANCE COMMITTEE AGENDA – 18th December 2023

1. **Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence and declarations of interest, and**
To **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests as required.
Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
3. **Minutes of the last meeting**
To **APPROVE** the Minutes of the Meeting of the Committee held on **20th November 2023** (previously circulated) as a true and accurate record.
4. **Public Forum**
The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to around three minutes per person, at the discretion of the Chair.
The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.
5. **Clerk's Report**
 - a. To **RATIFY** a contract extension for Streetwise, the Council's Wayfinding Consultant, to provide the professional knowledge and expertise in managing the Wayfinding Project to its successful completion.
 - b. To **APPROVE** the creation of 11 .gov emails for use by councillors at an annual cost of about £700 (including support)
6. **RFO Reports (to follow)**
 - a. To **RECEIVE** the monthly report of income and expenditure against the budget
 - b. To **REVIEW** CIL & Reserve balances
 - c. To **REVIEW** Budget lines and **CONSIDER** any virements from unspent funds/reserves to regularise the current budget
 - d. To **AUTHORISE** accounts for payment subsequent to the meeting.
7. To **CONSIDER** and **RECOMMEND** a Budget and Precept for FY 2024/25 to the Town Council meeting on January 8th 2024.