



Halesworth Town Council

Town Clerk: David Lines
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Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 15th April 2024** at 6.30pm in the **COMMITTEE ROOM**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

10th April 2024

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

FINANCE & GOVERNANCE COMMITTEE AGENDA – 15th April 2024

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 **18th March 2024** (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 **RECEIVE** the **Clerk's Report** as an update and instruction on matters outstanding from previous meetings.
 - b. To **CONSIDER** temporary remote payment authorisation (via email to all committee members) on the Council's bank accounts, subject to the provision of invoice copies for amounts in excess of £120 in line with the Council's policy. The Council's bi-monthly payments cycle is disrupted by the early May Bank Holiday and the next opportunity for in-committee authorisation is the Council AGM on May 13th.
 - c. To **REPORT** the exercise of Financial Regulation 3.4 (Budgetary Control – Clerk's emergency authority) with regard to the unexpected extra expense incurred for the I-Chameleon pop-up shop – report to follow.
6. **RFO Reports (to follow)**
 - a. To **RECEIVE** draft reports for the Financial Year to March 31st 2024.
 - b. To **AUTHORISE** accounts for payment subsequent to the meeting.
7. To **RECEIVE** the recommendation of the Interview Panel for the appointment of the Administrative Officer.