



Halesworth Town Council

Town Clerk: David Lines
E: clerk@halesworthtowncouncil.gov.uk
P: 01986 874517

Dear Councillors,

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

Yours faithfully,

David Lines - Town Clerk

10th July 2024

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

FINANCE & GOVERNANCE COMMITTEE AGENDA – 15th July 2024

1. **Election of Chair for the meeting , welcome 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 **15th April 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** a recommendation to Full Council to redesignate the Personnel Sub-Committee as a fully-fledged Committee reporting directly to the Council.
 - c. To **RECEIVE** the Internal Audit Report and consider the recommendations and comments therein.
 - d. To **CONSIDER** the introduction of an interim (semi-annual) Audit Review as a risk control measure.
6. **RFO Reports (to follow)**
 - a. To **RECEIVE** the monthly report of income and expenditure against the budget and a full bank reconciliation.
 - b. To **REVIEW** CIL & Reserve balances.
 - c. To **REVIEW** Budget lines and **CONSIDER** any virements to regularise the current budget.
 - d. To **AUTHORISE** significant invoices for payment subsequent to the meeting – **list & invoices send separately.**
7. **Agenda items for the next meeting – Grants / Draft 4-Year Budget**
8. **Exclusion of Public & Press** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of this agenda can be discussed and decided.
a) ESC Asset Transfer and b) Recent correspondence
9. To **DISCUSS** the absence of a reply to the Clerk's letter to East Suffolk Council of May 21st 2024.
To **EVALUATE** an appropriate response to recent correspondence.

Date of next meeting – Monday 16th September 2024

Waveney Local Office, London Road, Halesworth, Suffolk IP19 8LW