



Halesworth Town Council

Town Clerk: David Lines
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Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 19th February 2024** at 6.30pm in the **COMMITTEE ROOM**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

14th January 2024

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

FINANCE & GOVERNANCE COMMITTEE AGENDA – 19th February 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 **15th January 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 **RATIFY** the Committee Membership substitute and the Payment Authorisation protocols
 - c. To **CONFIRM** the appointment of SALC as the Town Councils' Internal Auditor for FY 2023/24
 - d. To **CONSIDER** the terms and conditions for the recruitment of the new Administrative Officer.
6. **RFO Reports (to follow)**
 - a. To **CONSIDER** a donation to the Halesworth Museum in recognition of the work that its volunteers have done in the Wayfinding Project.
 - b. To **RECEIVE** the monthly report of income and expenditure against the budget and a full bank reconciliation.
 - c. To **REVIEW** CIL & Reserve balances
 - d. To **REVIEW** Budget lines and **CONSIDER** any virements from unspent funds/reserves to regularise the current budget
 - e. To **AUTHORISE** accounts for payment (to be paid subsequent to the meeting).