



FINANCE & AUDIT COMMITTEE

28 JANUARY 2025

6:30PM AT THE TOWN HALL

Members of the Finance & Audit Committee are hereby summoned to this meeting.

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

A G E N D A

- 1. To Accept Apologies for Absence**
- 2. Declarations of Interests** (on items on the Agenda)
- 3. To receive written requests for dispensation**
- 4. Public Participation** on matters under which the Council has control or is a consultative body (subject to a time limit of 15 minutes, 3 minutes per speaker).
- 5. To approve the draft open Minutes** of the [Finance & Audit Committee held on 19 November 2024 and 3 December 2024](#).
- 6. Town Clerk's Open Report**
Appendices 'A-X'

- 6.1. To receive the Management Accounts for the period 1 April 2024 – 31 December 2024
- 6.2. Review and recommend to Council the terms of engagement and scope of the Internal Audit for 2024/25 and to consider quotes in order to appoint the Internal Auditor for year ending 31 March 2025.
- 6.3. Review and recommend to Council the terms of engagement and scope for the Year End Accounts preparation.
- 6.4. Review and propose changes to Financial and Procedures – Financial Regulations (*Carried forward from previous meeting*)
- 7. Responsible Financial Officer's Verbal Report**
For information only
- 8. Town Clerk's Verbal Report**
For information only
- 9. Items Carried Forward from previous meetings for update**
 - 9.1. Accounting Contract Review
 - 9.2. Approved Suppliers / procurement process review (task & finish group)
 - 9.3. Community Infrastructure Levy Policy Review (task & finish group)
 - 9.4. Changes to budget and management accounts documents to reflect current structure
- 10. Items For Information Only / Future Agendas**
For information only



Town Clerk
21 January 2025