

STRATFORD-UPON-AVON TOWN COUNCIL

FINANCE AND AUDIT COMMITTEE

28 January 2025

6:30pm to 7:30pm

Minutes

Present Councillors:

Smith (Chair)	Fojtik
Albon	J Fradgley
Lee	Vos

Clerk:	Responsible Financial Officer	Odette Ghent (maternity cover)
Press:	None	
Public:	None	

45. Apologies for Absence

Apologies were received from Councillor Alcock and accepted for the reasons given.

46. Declarations of Interest

Declarations were made by Councillors Fojtik and Smith who sit on the Stratford-Upon-Avon Christmas Lights Committee, and Councillor J Fradgley who sits on the Stratford in Bloom Committee. This is pertinent to any discussions relating to these Committees.

47. To receive written requests for dispensation for disclosable pecuniary interests

There were no written or verbal requests for dispensations.

48. Public Participation

There were no members of the public present.

49. To approve the draft open Minutes of the Finance & Audit Committee meetings held on 19 November 2024 and 3 December 2024

It was Proposed, Seconded and unanimously Resolved that the draft Open Minutes of the Finance & Audit Committee Meetings held as above be approved as a correct record.

50. Town Clerk's Open Report

50.1 To receive the Management Accounts for the period 1 April 2023 – 31 December 2024

Members noted the report.

51. 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.

The RFO circulated a report prior to the meeting regarding Internal Audit requirements and recommendations for the Council for the 2024/25 Financial Year End.

This was discussed and the Committee asked that a formal view from WALC is obtained and that plus three quotes submitted to the next meeting for consideration.

52. Review and recommend to Council the terms of engagement and scope for the Year End Accounts preparation.

This was discussed and the action as previous item.

53. Responsible Financial Officer's Verbal Report

The RFO confirmed the 2025-26 precept requirement has been sent to and its receipt acknowledged by the District Council.

The RFO asked members that authorised payments on Barclays.net if they would like to consider doing this remotely rather than in person at the office, there were mixed view on this. This would require all users to have a card reader.

54. Town Clerk's Verbal Report

There were no verbal updates from the Town Clerk.

55. Items Carried Forward from previous meetings for update

55.1 Accounting Contract Review

This is ongoing with the RFO and Chair of Finance, in tandem with the approved supplier review. Updates will be provided when available.

55.2 Approved Suppliers – Task & Finish Group

The RFO will compile a list of suppliers to review.

55.3 Community Infrastructure Levy (CIL) Policy – Task & Finish Group

This item is ongoing.

55.4 Changes to budget and management accounts documents

This item can be removed from the outstanding items as the format of the accounts has been agreed, it was noted that the accounts that are in the public domain should be in a simply easily readable format.

56. Items For Information Only / Future Agendas

There were no items to add to this section.

57. Date of Next Meeting

The next meeting is on Tuesday 4 March 2025 at 6:30pm at the Town Hall.

The Chair declared the meeting closed at 7:30pm.

Chair: