

**MINUTES of the FINANCE & GOVERNANCE COMMITTEE meeting held at
Town Hall, Felixstowe on Wednesday 26 October 2022 at 7.30pm**

PRESENT: Cllr M Richardson (Chairman) Cllr A Smith
Cllr T Green Cllr S Wiles
Cllr S Bird Cllr K Williams
Cllr M Deacon

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr S Congi (Financial Administration Assistant)

242. PUBLIC QUESTION TIME

There were none.

243. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr N Barber** and **Cllr S Bennett**.

244. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr S Bird Cllr M Deacon Cllr M Richardson	All	Non-Pecuniary (as Members of East Suffolk Council)
Cllr S Bird	All	Non-Pecuniary (as a Member of Suffolk County Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

245. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Finance & Governance Committee Meeting held on 13 July 2022 be signed by the Chairman as a true record.

246. BUDGET MONITORING TO 30 SEPTEMBER 2022

Committee received the budget monitoring report to 30 September 2022. A report of any variance to budget estimates for the period greater than 10% or £500 was considered.

Committee noted that, as reported to the Civic & Community Committee, income from sponsorship for Felixstowe in Flower and the Council's Magazine had yet to reach pre-pandemic level and was under budget.

It was RESOLVED that the budget monitoring report to 30 September 2022 be noted.

247. QUARTERLY BANK RECONCILIATIONS

It was confirmed that Cllr D Savage, as the Council's nominated Quarterly Bank Reconciliation Signatory (*Min #13 2022/23 refers*), had signed the reconciliation between the bank statement and Scribe accounts to confirm the amounts agreed each month.

RESOLVED that it be noted that the reconciliations between the bank statement and accounts statements for the period 1 April - 30 September 2022 had been reviewed and signed by Cllr D Savage.

248. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

Committee noted that the External Audit for the Financial Year 2021/22 had been completed on 23 September 2022, with the External Auditor, PKF Littlejohn, having expressed the view that the information was in accordance with proper practices and no matters had come to attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

It was noted under 'other matters' that the approval date of the AGAR was after the start of the notified period for the exercise of public rights. The AGAR was published on the Council website on the 17th June and issued to Councillors with the Agenda for the 22nd June Full Council meeting. The notice on the exercise of public rights was displayed for exactly 6 weeks from 20th June. The Auditor's comments indicate that the two-days before the Council meeting approved the accounting statements should not be counted towards the 6-week period.

Members recorded a vote of thanks to the Town Clerk, Deputy Town Clerk, and Finance Administration Assistant for their work in achieving Council's ongoing unqualified audits.

It was RESOLVED that:

- i. the Annual Governance & Accountability Return, including Audit Certificate, be approved and accepted as presented; and,**
- ii. it be noted that, in accordance with the Local Audit and Accountability Act 2014 as defined by the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the Notice of Conclusion of Audit had been put on the Town Hall noticeboard from 29 September 2022 and is available to view on the Financial Page of the Town Council website**

249. INTERIM INTERNAL AUDIT REPORT 2022/23

Committee considered the interim Internal Audit Report for 2021/22.

Members noted the comments of the internal auditor, including the recommendation that Council should display the notice of public rights for a

period that positively exceeds the minimum requirement so that there can be no doubt the regulations have been complied with. Committee accepted the recommendation and no further action was deemed necessary.

The Clerk advised that he had sent a reminder to all Councillors that their Register of Interests should be updated and checked annually, or as-and-when new registerable interests occur.

Committee thanked Council's Officers for their ongoing efforts in achieving positive audit reports.

It was RESOLVED that the Interim Internal Audit Report for the period 1 April 2022 - 30 September 2022 be noted.

250. COMMUNITY INFRASTRUCTURE LEVY (CIL) ANNUAL REPORT

Committee considered the report on the Community Infrastructure Levy and the CIL Annual Report for 2021/22.

It was agreed that, in advance of the next meeting of the CIL Working Group, all Councillors should be invited to put forward further ideas for CIL-appropriate projects. It was further suggested that all Councillors should be free to participate in the Working Group sessions, once the meeting dates had been finalised.

In response to a question on anticipated future CIL receipts, the Clerk advised that the Council had sought this information from East Suffolk Council, however, the figures supplied were indicative only and subject to change depending on progress with developments. The Clerk would forward this information to Members subsequent to the meeting.

It was RESOLVED that:

- i. Community Infrastructure Levy Annual Report for 2021/22 be approved as presented, published on the Council's website before 31st December 2021, and sent to East Suffolk Council;**
- ii. all Councillors to be invited to put forward further ideas for CIL-appropriate projects for consideration by the CIL Working Group, and invited to participate in the Working Group sessions, once the meeting dates had been finalised; and,**
- iii. a report from the CIL Working Group with recommendation on CIL project priorities to be brought back to the Finance & Governance Committee in due course.**

251. CLOSURE

The meeting was closed at 8.29pm. The next meeting was noted as being scheduled for Wednesday 7 December 2022 at 7.30pm.

Date: _____

Chairman: _____