

**NOTICE OF A MEETING OF THE FINANCE COMMITTEE TO BE HELD on WEDNESDAY 11<sup>th</sup>  
June 2025 in the Day Centre Commercial Road at 7.45 pm**

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COMMITTEE MEMBERS: Cllrs M. Munday, R. Moon, B. Robichaud, J Thompson, C. Williams.

APOLOGY: Cllr C Williams

**F1     DECLARATIONS OF INTEREST**

**F2     MINUTES OF THE PREVIOUS MEETING**

To APPROVE the minutes from the previous meeting held on 16<sup>th</sup> December 2024

**F3     INTERNAL AUDIT REPORT**

- a) Discuss competency of Internal Auditor – Mazers, the Council's external auditor has advised that the Council should minute the fact that they have discussed the Internal Auditor's qualification for the role. A copy of the letter of engagement is attached.
- b) Internal Audit 2025/26  
Attached is a copy of the internal audit report. The following issues have been raised for noting.
- Risk Report
  - Bank Reconciliation signatures
  - Building Maintenance Reserve low
  - Cyber Assessment/IT Back Up

**F4     BUDGET 2025/26**

Comparison of actuals to budget for first 2 months of 2025 Financial Year (attached)

**F5     ANNUAL GOVERNANCE AND AUDIT REPORT**

To NOTE the attached AGAR which will be submitted to Full Council for approval on the 16<sup>th</sup> June 2025. The form must be submitted to the External Auditor by 30<sup>th</sup> June 2025.

**F6     RESERVES**

To note the current reserves (attached)

**F7     FINANCE REGULATIONS**

The town council adopted updated Financial Regulations at the meeting on the 19<sup>th</sup> May 2025. A comparison from the previous Regulations is attached for information.

**F8     DATE OF NEXT MEETING**

The next meeting will take place on Monday 22<sup>nd</sup> September 2025.

NICHOLA REAY  
Clerk to the Council  
5<sup>th</sup> June 2025