

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on 26th
June 2025 at 9.30am at the Town Hall.**

REP FG 06.25

Present – Cllrs; Davy, Goldsmith, Jarvis (Chair).

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Flunder.
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Nil
 - c. To receive any request for dispensations regarding the agenda. Nil
3. **Matters from the public on matters relating to matters on the agenda.**
Nil
4. **Minutes of May 2025 - Fin Rep 05.25.** Received and noted._ Signed by Chair of Cttee.
5. **To review management accounts to 31st May 2025.**

Management accounts for Month 2 May 2025 had been circulated prior to the meeting alongside the budget commentary. See papers attached.

Management accounts were reviewed on a line-by-line basis against budget and discussion took place on individual items.

The month 2 management accounts and bank reconciliations, including the Earmarked reserves, were reviewed and approved by committee and it was agreed that the Chair of the Cttee sign off as required.

Income

First half precept £88,326 received.

ESC grant money for community connector resource received £6,500.

First half CIL received - £2,499.99.

Expenditure

Year end adjustments had been brought through to the budget.

Spend analysis.

The cttee checked the previous 12 month financial spend to some of the suppliers and contractors. It was confirmed that these were in line with financial standing orders and that best value was being achieved in each instance.

6. **To review the balance sheet and to approve reconciliations to 31st May 2025.**

Balance sheet – Balances £1,423,247 with general reserves at £245,318. CCLA = £1.2m of those balances – rest in Lloyds accounts.

7. **To review Reserves – see detailed analysis.**

Reserves noted and approved. See attached. No changes since year end.

8. **Investment in CCLA** = £1.2m of those balances – rest in Lloyds accounts.

The monthly CCLA update had been circulated and noted by all.

9. **Cil Balances 2024.2025** – The draft Cil report had been circulated. £21,257 had been spent during the year with £17,323.19 left available for the Roads cttee projects. The Cil report had been presented to full council and approved. The report will be sent to ESC and placed on the town council website.

10. **Internal Audit Report to 31st March 2025. To consider report, and new Assertion 10 Audit requirements for 2025.2026 including Data Protection requirements.**

Internal audit report had been circulated to all council members for the full council meeting this week. There were no matters requiring an action plan as noted by council.

The cttee reviewed the report in detail. A summary of comments for further consideration had been produced by the clerk and was circulated to all prior to the meeting. Timescales were added for further consideration of these items, and these will be discussed at each cttee meeting to ensure that each matter is receiving attention.

Agar 2025. 2026 – will have an additional assertion clause 10. This will incorporate reviews of data protection and accessibility statements. The clerk will attend a course next week which will explain the requirements in more detail.

11. **Transparency Code requirements** – The cttee reviewed the transparency code requirements to ensure that they were up to date with the requirements. It was confirmed that as per the internal audit, all matters were being complied with.

12. **Agar – External Audit – and Public Rights.** The period for public rights had been signed off by full council earlier in the week. Due to the date of the June council meeting, an extension had been approved by the external auditor for the submission of the required documents and the AGAR. It was confirmed that the submission will be made prior to the deadline.

13. **Tenders** – the Hurren Terrace Gable End tender has not yet been signed off with the contractor and no start date has yet been agreed.

14. **Bank signatories / CCLA signatories** - To review.

CCLA signatories have been reviewed – recommendation for the deletion of the 2 signatories who are no longer councillors. Agreed by all.

In view of the likely longer-term absence of Cllr Flunder it was recommended and approved that Cllr Goldsmith be added to the signatories for both CCLA and Lloyds Bank. Agreed by all.

15. **Policies for review** – Clerk has recently attended up to date training on the recommendations for councils for their digital security/ cyber defence. It was suggested and agreed that the cttee review the Digital Security/ Cyber Defence policies of the council to ensure that they include those additional procedures being recommended to safeguard council.

Martyns Law – the new legislation requirements were discussed, together with ways in which the town council might need to assist events in the town with physical safety items which might be required. Budget to be considered within the finances for 2026-2027. Although the legislation

refers to ticketed events it was felt that this might also give the opportunity to strengthen security at other events too.

16. **LGR** – update –The clerk had attended the NALC Power Shift conference in London and circulated the presentations in advance of the meeting.
SCC had met with councillors earlier in the week to discuss the formers preference for a one unitary for Suffolk. Discussions included the concerns being raised about how local communities would be able to get their voice heard and how a one unitary would be able to interact and be available for local people.

Discussion around assets and what the town might want to consider taking back into local ownership from the district council. It was suggested that a meeting be arranged with the district council to start these discussions.

17. **Grants / Donations** update of those received and any new opportunities/ requests including;
Monies Received
Nil

Grant Opportunities

See ESC weekly grant Finance updates.

Other Grants / donations information and requests received.

Update re request from Primary School – The primary school advises that it would still like the £1k which had been agreed in principle in 2024, but that they had not yet completed their designs for the outside area improvements. The school will contact us again once these have been completed.

Light Up Southwold request – request for donation of £1k from Light Up Southwold for the event for 2025. Full application and accounts supplied. **It was agreed by all to recommend that a donation of £1k be provided for the Xmas lights for 2025.**

Date of next meeting – 14th July 2025.

If Required Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.

Property rental matters

Recommendations

CCLA signatories have been reviewed – recommendation for the deletion of the 2 signatories who are no longer councillors. Agreed by all.

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