

Draft Minutes from FINANCE AND GOVERNANCE COMMITTEE meeting held Monday 14th September 2026 at 2.30pm at the Town Hall.



Present; Cllrs RJ, SF, PD

1. **Apologies:** To receive apologies for absence. Apologies from Cllr Goldsmith – noted.
2. **Declarations of interest:**
 - To receive any declarations of ORI/ Non-Registerable interest regarding the agenda. Cllr Davy re Citizens Advice.
 - To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil
 - 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 the previous meetings –** Approved
5. **To Review management accounts to 31st August 2026.**

These were reviewed on a line by line basis and explanations provided as required – see budget and accompanying notes.
6. **To review the balance sheet** and to approve reconciliations to 31st August 2026. See accompanying balance sheet. Approved.
7. **To review Reserves –** Reserves noted and approved.
8. **Investment – CCLA –** no withdrawal/ investment presently required.
9. **Internal Audit Report to 31st March 2026 –** pages reviewed in detail – and no further matters to take forward.
10. **Pre payment card/business debit card.** Discussion regarding the benefit's of both. It was considered that a pre payment card would be the most suitable for STC at the present time.
11. **Tenders/Quotes -** nil

Town Hall Project costs are estimated at £830k without Heritage Project.

With Heritage Project £973k minus £250k Heritage Lottery Funding if approved = £723k.

Discussion re HLF works ongoing – who will pay for Heritage Office on an ongoing basis. Museum are aware that STC would be looking for a grant from them to help with the project if it does proceed.

Project to be highlighted once the required sale of a council property has been confirmed.

12. Insurance Claims/updates

Claim received for the broken glass at Station Road shop. Claim made for donation boxes.

13. **Grants / Donations** update of those received and any new opportunities/ requests including;
- **Monies Received** – Nil
 - **Grant Opportunities** – ESC VESS – North Parade Garden / Thriving Places Investment Fund – Business Support
 - **Other Grants / donations information and requests received**
Southwold Arts Centre have requested additional funding. See schedule of donations provided over recent years. It was agreed to recommend that a donation of £1k be given towards the maintenance costs.
Citizens Advice- outreach to Southwold costs £1082. It was agreed to recommend that a donation of £1k be given towards the costs.
14. **Pay settlement 2026 – 2027** – See NALC PAY award – backdated to April 2026.
15. **Policies** – parameters for use of substitutes at meetings to be included within Standing orders. To be suggested that substitutes be permitted to be contacted up to 4 hours before a meeting – to provide time for supporting papers to be received and read.
16. **Items for next meeting** – 2 donation requests are in progress – more details have been requested.
17. **Risk management** – any additional factors to consider.
- Highlighted that at present time Common Trust is a separate entity to STC and that it is a stand alone charity.
Discussion about advantages of sole Trustee being STC – and how this may assist with grant contributions from STC being able to be formally planned and budgeted for if the need arises.
18. **LGR update** – Norfolk Suffolk process has been cancelled – withdrawn as process was not correctly adhered to by central gov.
19. **Date of next meeting** - TBC
20. **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 / tenant updates

Donations

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