



Halesworth Town Council

Town Clerk: David Lines
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Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 17th March 2025** at **18.30** in the **COMMITTEE ROOM**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

12th March 2025

Members of the Public and the Press are welcome to attend the meeting.

FINANCE & GOVERNANCE COMMITTEE AGENDA – 17th March 2025

1. **Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence and declarations of interest, and**
To **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests as required.
Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
3. **Minutes of the last meeting**
To **APPROVE** the minutes of the meeting of the Committee held on **17th February 2025** (previously circulated) as a true and accurate record.
4. **Clerk's Report**
 - a. To **RECEIVE** the **Clerk's Report** as an update and instruction on matters outstanding from previous meetings.
 - b. To **CONSIDER** the outsourcing of HR and H&S policy management and training (proposals in Excluded Session).
 - c. To **APPROVE** the SALC letter of Engagement for the 2025 Internal Audit (scheduled for May 15th 2025)
5. **RFO Reports (to follow)**
 - a. To **RECEIVE** the monthly report of income and expenditure against the budget and a full bank reconciliation.
 - b. To **REVIEW** CIL & Reserve balances.
 - c. To **REVIEW** budget lines and **CONSIDER** any virements to regularise the current budget.
 - d. To **AUTHORISE** large ticket invoices for payment following the meeting. *List and invoices sent separately.*
 - e. To **NOTE** the Bank Transfer Report (movement of funds from one account to another – Fin. Reg. 6.9 iv)
6. **Referrals from Full Council**
 - a. To **EVALUATE** the Review of Internal Controls and Audit
 - b. To **CONSIDER** a formal response on behalf of the Town Council to SCC's Library management strategy
7. **Exclusion of Public & Press** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of this agenda can be discussed and decided – **Staff contract / Policy Management**
8. **Staff contract** – to **CONSIDER** the readjustment of hours and extension of the Town Clerk's contract
HR and H&S Policy Management – competitive proposals, if required, from Item 4b.

Date of next meeting – 28th April 2025

The Old Courthouse, London Road, Halesworth, Suffolk IP19 8LW