



BUNGAY TOWN COUNCIL FINANCE AND GOVERNANCE COMMITTEE

A meeting of the Finance and Governance Committee will be held on Thursday 1st May 2025 at 5.30pm at Riverside Centre, Staithe Road, Bungay, NR35 1BF.

All members of the Finance and Governance Committee are hereby summoned, and the public warmly welcomed to attend the meeting to transact the following business:

<https://us02web.zoom.us/j/89014722288>

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Public Forum: Members of the public are invited to give their views on Town affairs at the discretion of the Chair, the total time for the public forum is 15 minutes. Members of the public may not take part in the Town Council meeting itself.

AGENDA

- 1) To receive and accept apologies for absence:** for consideration.
- 2) Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
- 3) To approve the minutes of Thursday 16th January 2025.**
- 4) To consider recommendations for full council for financial matters at the conclusion of Financial Year –2024-2025.**
 - a. To approve the Internal Control Checklist 1st April 2024 to 31st March 2025
 - b. To approve the Internal Audit Report for year ended 31st March 2025
 - c. To approve the Income and expenditure report year end 31st March 2025
 - d. To approve the statement of significant variance for 2024/2025
 - e. To approve the Section 1 Annual Governance Statement 2024/2025 for Bungay Town Council
 - f. To approve the Section 2 Annual Accounting Statement 2024/2025 for Bungay Town
 - g. To approve the confirmation of the dates for the exercise of public rights
 - **commencing on (c) __Tuesday 3 June 2025**
 - **and ending on (d) __Monday 14 July 2025**
- 5) To consider recommendations for full council on financial matters for the Financial Year 2025-26**
 - a. To approve the Council Risk Assessment – Revised April 2025
 - b. To approve insurance arrangements for 2025/2026.
 - c. To appoint the Clerk Roz barnett as Responsible Financial Officer (RFO) from the 1st of April until the 30th of June 2025
 - d. To appoint the Clerk Julie Bird as Responsible Financial Officer (RFO) from the 1st of July until the 31st of March 2026
 - e. To approve officers permitted to initiate payments on the Unity Bank account: Roz Barnett, Julie Bird, and Edwin Rosier,

- f. To approve the Councillors permitted to authorise payments on the Unity Bank account: John Adams, Tony Dawes, Frances Betts, Phil Love.
- g. To approve the internal control checklist and appoint councillor to complete 2025/26.
- h. To approve regular payments and direct debits for the financial year 2025-2026.

6) To discuss draft plan for developing a longer-term financial strategy for the Town Council

Rosalind Barnett

Thursday, 24 April 2025 Rosalind Barnett, Town Clerk, 1a Broad Street, NR35 1EE, Tel 01986 894236