

STRATFORD-UPON-AVON TOWN COUNCIL

FINANCE AND AUDIT COMMITTEE

04 March 2025

6:30pm to 7:20pm

Minutes

Present Councillors:

Smith (Chair)	Fojtik
Albon	J Fradgley
Lee	Vos

Clerk:	Responsible Financial Officer	Odette Ghent (maternity cover)
Press:	None	
Public:	None	

58. Apologies for Absence

Apologies were received from Councillor Alcock and accepted for the reasons given.

59. Declarations of Interest

Declarations were made by Councillors Fojtik and Smith who sit on the Stratford-Upon-Avon Christmas Lights Committee, and Councillor J Fradgley who sits on the Stratford in Bloom Committee. This is pertinent to any discussions relating to these Committees.

60. To receive written requests for dispensation for disclosable pecuniary interests

There were no written or verbal requests for dispensations.

61. Public Participation

There were no members of the public present.

62. To approve the draft open Minutes of the Finance & Audit Committee meetings held on 28 January 2025

It was Proposed, Seconded and unanimously Resolved that the draft Open Minutes of the Finance & Audit Committee Meeting held as above be approved as a correct record.

63. Town Clerk's Open Report

63.1 To receive the Management Accounts for the period 1 April 2023 – 31 January 2025

Members noted the report.

64. Review and recommend to Council the terms of engagement and scope of the Internal Audit for 2024/25 and to consider quotes in order to appoint the Internal Auditor for year ending 31 March 2025.

The RFO circulated a report prior to the meeting regarding Internal Audit requirements and recommendations for the Council for the 2024/25 Financial Year End, along with three quotes for this service.

This was discussed and Cllr T Lee proposed the Committee follow the recommendations from the RFO, seconded Cllr J Fradgley.

It was Proposed, Seconded as above and unanimously.

RESOLVED Mulberry LAS are to be appointed at the Internal Auditors for the year end 31 March 2025.

65. Review and recommend to Council the terms of engagement and scope for the Year End Accounts preparation.

There was a discussion and explanation that the RFO prepares the year end accounts following the Internal Audit that are submitted via the AGAR to the External Auditor (Moore) to audit.

Cllr T Lee proposed the Committee follow the recommendations from the RFO, seconded Cllr J Fradgley.

It was Proposed, Seconded as above and unanimously.

RESOLVED There is not a requirement for the Council to have a full set of audited accounts prepared by an accountancy firm.

66. Responsible Financial Officer's Verbal Report

There was nothing to add this month.

67. Town Clerk's Verbal Report

There were no verbal updates from the Town Clerk.

68. Items Carried Forward from previous meetings for update

68.1 Accounting Contract Review

This item is to be deferred until the autumn and added to the 9 September 2025 meeting for further discussion.

68.2 Approved Suppliers – Task & Finish Group

The RFO has started to compile a list of suppliers to review, this will be added as an agenda item at the next Full Council meeting.

68.3 Community Infrastructure Levy (CIL) Policy – Task & Finish Group

This item is ongoing and will be looked at during the summer.

69. Items For Information Only / Future Agendas

There were no items to add to this section.

70. Date of Next Meeting

The next meeting is on Tuesday 4 June 2025 at 6:30pm at the Town Hall.

The Chair declared the meeting closed at 7:20pm.

Chair: