



GOVERNANCE, FINANCE & RESOURCES

2 June 2026

6:30PM AT THE TOWN HALL

Members of the Finance & Audit Committee are hereby summoned to this meeting – (namely: Councillors, Albon, Alcock, Coles, Duck, J Fradgley, Lee, Petrovic, Smith Vos and The Mayor)

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

A G E N D A

- 1. Appointment of Chair and Vice Chair for the Municipal year 2026/27.**
- 2. To Accept Apologies for Absence**
- 3. Declarations of Interests** (on items on the Agenda)
- 4. To receive written requests for dispensation**
- 5. Public Participation** on matters under which the Council has control or is a consultative body (subject to a time limit of 15 minutes, 3 minutes per speaker).

6. To approve the draft open Minutes

The signing of final committee Minutes following the dissolution of the following committees

Finance and Audit Committee – 24 March 2026

[24 March 2026](#)

Personnel Committee – 28 April 2026

confidential minute for members of the Committee only

[28 April 2026](#)

7. To note the Terms of Reference for the Committee

[Governance-Finance-Resources-Terms-of-Reference.pdf](#)

8. Town Clerk's Open Report

FINANCE

8.1. Year-End Management Accounts (draft) for the period 1 April 2025 – 31 March 2026

To receive the draft year-end management accounts.

8.2. Debt Write-Offs

To consider & approve any proposed debt write offs.

8.3. Designated Reserves & Virements

To review & recommend adjustments to designated reserves and any virements.

8.4. Council's Reserve Policy

To consider the Annual Review.

- 8.5. Professional Fees Expenditure
To review and recommend the additional expenditure.
- 8.6. Asset Register Review Group
To agree the next meeting date(s).
- 8.7. Community Infrastructure Levy (CIL) working group
To adopt responsibility.

GOVERNANCE

- 8.8. Data Retention Policy
To recommend to Council the adoption of a Data Retention Policy.
- 8.9. Flexible Working Policy
To recommend to Council the adoption of a Flexible Working Policy.

RESOURCES

- 8.10. Organisational Review
To note an update.

GENERAL

- 8.11. Town Clerk and RFO's verbal update
To note an update (information only)

9. EXCLUSION OF THE PUBLIC AND PRESS

To pass the following resolution:

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2”

C Nash

Caroline Nash
Town Clerk and Chief Officer
27 May 2026