



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr Tim Multon ~ Town Clerk- Jo Beighton-Emms
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16 May 2024

Sir/Madam,

A Finance Committee meeting will be held in the Council Chamber, Council Offices at **7:00pm** on Wednesday **22 May 2024** for consideration of the business set out below.

Yours faithfully,

Jo Beighton-Emms
Town Clerk

Agenda

PART A

1. **Apologies for absence:** To receive apologies for absence.
2. **Election of Chair and Deputy:**
3. **Minutes of the last meeting:** To approve the minutes of the Finance meeting held on 12 March 2024.
4. **Declarations of Interest:** To receive any pecuniary and non-pecuniary interests relating to items on the agenda.
5. **RFOs Update on Year End Current Financial Position:** To discuss the report and approve the recommendations. See attached report.
6. **Approval of proposed External Audit Submission for 2023/24 for Recommendations to FTC:**
 - a) Financial Regulations
 - b) 2023/24 Internal Audit Report Audit Requirements
 - i. Approval of attached Asset Register
 - ii. Approval of Risk Assessment
 - iii. Approval of Insurance proposals
 - iv. Approval of the attached 2023/24 Annual Governance Statement

- c) Audit Requirements – 2023/24 Accounting Statement
 - i. Approval of Bank Reconciliation as at 31st March 2024
 - ii. Approve year on year comparisons and explanations.
 - iii. Approve explanation of differences between comparisons.
 - iv. Approve Accounting Statement 2023/24 (attached)

- 7. **Internal Audit:** To appoint an internal auditor for 24/25.

- 8. **Overdue Debtors:** To update the committee on outstanding debts.

- 9. **William Loveless Hall, Council Chamber and VAT:** To discuss the VAT for the hall and chamber.

- 10. **Date of Next Meeting:** To be agreed.

- 11. **Exclusion of press and public:** In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Council is invited to consider if the press and public should be excluded from the meeting during the consideration of the following item(s) owing to the confidential nature of the business.

PART B

None