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**LEWES  
TOWN  
COUNCIL**

**To: Cllrs Barker; Catlin; Elliott; Lamb; Milner; Rowell**

A Meeting of the **Audit & Governance Panel** will be held on **Wednesday 12<sup>th</sup> December 2018**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm** which you are summoned to attend.

S Brigden, Town Clerk  
4<sup>th</sup> December 2018

## **AGENDA**

### 1. APOLOGIES FOR ABSENCE:

To consider apologies from members of the panel who are unable to attend.

### 2. QUESTION TIME

To consider any questions regarding items on the agenda.

### 3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

### 4. MINUTES

To agree Minutes of the meeting held on 23<sup>rd</sup> October 2018

*(attached page 3)*

and Notes (*contains confidential 3<sup>rd</sup>-party information*) of the meeting held on 18<sup>th</sup> September 2018

### 5. EXCLUSION of the PRESS & PUBLIC

This Panel will discuss details of a complaint where personal and/or confidential information may be disclosed. At this point, the chairman will be obliged to propose:

“That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960; any members of the press or public present be excluded and instructed to withdraw. The nature of this business is: personal and/or confidential information?”

### 6. BUSINESS OF THE MEETING

To formally consider a complaint by a member of the public, at stage 2 as defined in the Council's Code of Practice on Handling Complaints (formal hearing)

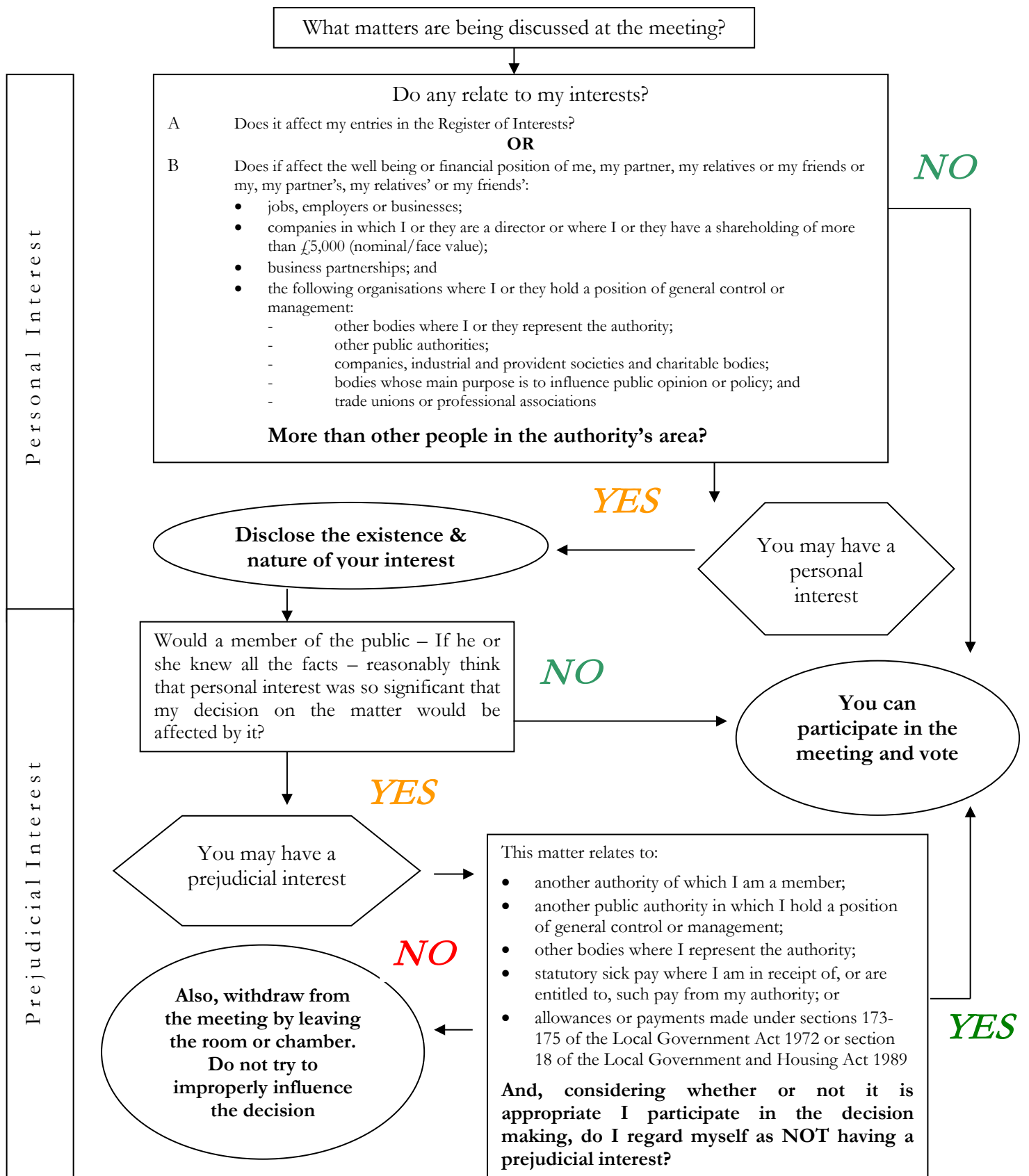
*Documents submitted with regard to this complaint will be provided for Panellists*

***For further information about items on this agenda please contact the Town Clerk at the above address.***

**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. **PLEASE NOTE:** As space is limited, we would appreciate advanced warning if you plan to attend in a group; perhaps with neighbours, or to bring a party of student observers. We may be able to arrange for the meeting to be held in an alternative room.  
General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

**Distribution: Cllrs Barker; Catlin; Elliott; Lamb; Milner; Rowell**

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



## YOU WILL ALSO NEED TO CONSIDER:

### Am I biased or have I predetermined a matter?

TEST: Would an informed member of the public think that there is a real possibility that you could be biased?

### Have I made up my mind about the issue?

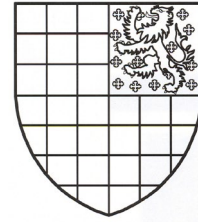
You should not make your mind up about an issue before you come to take a decision on it. You can still form a provisional view but you must be willing to consider all arguments presented at the meeting and you must be genuinely open to persuasion on the merits of the case. If you do not have a genuinely open mind about a matter, this will potentially leave the decision susceptible to legal challenge because of the common law concept of predetermination.

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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the **Audit & Governance Panel** held on **Tuesday 23<sup>rd</sup> October 2018**, in the **Yarrow Room, Town Hall**, Lewes at **7:00pm**.

**PRESENT** Cllrs S Catlin; J Lamb; M Milner (*Chairman*).

**In attendance:** S Brigden (*Town Clerk [TC]*)

**AudPan2018/08 QUESTIONS:** There were none

**AudPan2018/09 APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Barker, who was working in the Isles of Scilly, and Cllr Rowell who had not offered a reason. No message had been received from Cllr Elliott.

**AudPan2018/10 DECLARATIONS OF INTEREST:** There were none.

**AudPan2018/11 MINUTES:** The minutes of the meeting held on 19<sup>th</sup> July 2018 were received and signed as an accurate record.

**AudPan2018/12 BUSINESS OF THE MEETING:**

1 *Routine financial monitoring:* Members were furnished with detailed information (*copies in minute book*) following the end of the second quarter of the financial year 2018/19.

*Budget monitoring update* – this showed actual expenditure and income values as posted to the Council's *Sage* accounting system for all transactions processed in the period. There was some discussion on salient points of detail, and TC responded with reference to the identified sources. Apparent variations were related to known events, such as specific payments in respect of works and purchases, or perceived 'overspend' which are attributable to Reserves in the final accounts prepared at year-end. There were no items of concern.

There was a general discussion on the distribution of overhead costs, and the effect of these on service accounts such as All Saints Centre.

2 *Oversight as required by the Governance & Accountability Code of Practice:* TC introduced the file of periodic bank reconciliations, for review of the scrutiny already conducted. The Chairman appended his signature to verify this.

3 *Internal Auditor's interim report 2018/19:* The Internal Auditor had submitted his mid-year report. This was complimentary on a number of points, and confirmed that Council had met all the required "control assertions" to be declared on the end-year statutory Return (AGAR). The auditor had noted some helpful suggestions for added detail for the published Asset Register, and remarked that the present Treasury Deposit investment could obtain a greater return elsewhere.

**AudPan2018/13 CONCLUSIONS:**

1 Members considered information on the Council's financial status and management, and found no items of concern.

2 In accordance with the national audit and governance guidelines: where member oversight is required, the Chairman of the Panel signed to attest the veracity of reconciliation records presented.

**AudPan2018/14** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

*The meeting closed at 8:00pm*

Signed ..... date .....