



Minutes of the meeting of the Audit and Governance Panel held on Tuesday 24 January 2023 in the Council Chamber, Town Hall at 18:00pm.

Present:

Councillor Bird
Councillor Clarke
Councillor Handy (from 18.20pm)
Councillor Lamb
Councillor Maples (Chair)
Councillor Milner

In attendance

Town Clerk
Responsible Finance Officer
Committee Administrator

7. **Apologies for absence:** There were none.
8. **Members' declarations of interest:** There were none
9. **Question time:** There were no member of the public present
10. **Minutes:** The minutes of the meeting held on 25 October 2022 were agreed as an accurate record.
11. **Chairs report and urgent items:**
12. **Officers' reports**
 - 12.1. External Auditor certificate and report 2021 to 2022
 - 12.2. The panel considered report APG 004 the External Auditor's Certificate and report for the 2021 to 2022 accounts.
 - 12.3. The External Audit would also be reported to Full Council at their next meeting in February 2023.
 - 12.4. It was resolved that:
 - 12.5. The External Auditor's Certificate and report for the 2021 to 2022 accounts was considered, agreed and noted.
 - 12.6. Internal Audit report 2022 to 2023
 - 12.7. The panel considered report AGP 005 the first internal audit report for Lewes Town Council for the financial year 2022 to 2023. The audit was conducted by the Town Council's Internal Auditor, Mulberry & Co.
 - 12.8. There was a query regarding 3.6 in the report 'Assets and Investments' in open spaces.
 - 12.9. Currently, the town council does not have an asset policy. The town clerk explained that this policy would be implemented during the next few months.

12.10. The RFO explained that the definition of an asset for a parish council is an item of value with an expected use of life of more than twelve months.

12.11. Any item bequeathed to the council will be listed at one pound, despite the items worth as there was no monetary exchange.

12.12. TC confirmed that the Communications Officer was researching a 'transparency page' on the Council's website where Council's asset information would be available.

12.13. The RFO explained that the transparency code for a council the size of Lewes Town Council was recommended best practice and not a statutory requirement. However, current work on transparency would be beneficial in the future.

12.14. **It was resolved that**

The first internal audit report for Lewes Town Council for the financial year 2022 to 2023 was considered, agreed and noted.

12.15. Budget monitor report for quarters one and two

12.16. The panel considered report AGP 006 that highlights significant variances from budget in income and expenditure relating to the Council's budget for 2022 to 2023.

12.17. Members raised a query regarding points 3.5 (Town Hall) 3.6 (All Saints Centre) and 3.7 (Malling Community Centre) in that all the buildings were not meeting income targets.

12.18. TC explained that bookings were still down post the COVID-19 pandemic. There was an ongoing issue with asbestos at the town hall and potentially at the All Saints centre.

12.19. The RFO informed the panel that with the recent introduction of the new booking system (Rialtas) at all the centres, the analysis of usage would be best completed when there is several months of data.

12.20. It was suggested there be a 'round up' meeting to discuss the community centres. **It was resolved that**

A meeting be arranged to provide opportunity to reflect on where this administration has got to with its community centres and capture the direction of travel to pass on to the next administration.

The meeting closed at 7:26pm

Signed..... Dated.....