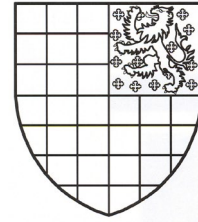


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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Audit & Governance Panel** held on **Tuesday 22nd January 2019**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

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

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

AudPan2018/23 QUESTIONS: There were none

AudPan2018/24 APOLOGIES FOR ABSENCE: Apologies were received from Cllr Barker, who was working in Northern Ireland; Cllr Lamb who had a family commitment in London, and Cllr Rowell who had an unspecified long-standing engagement. No message had been received from Cllr Elliott.

AudPan2018/25 DECLARATIONS OF INTEREST: There were none.

AudPan2018/26 MINUTES: The minutes of the meeting held on 12th December 2018 were received and signed as an accurate record.

AudPan2018/27 BUSINESS OF THE MEETING:

It was noted that although the meeting was once again inquorate, the routine matters of oversight and verification should proceed.

1 Routine financial monitoring: Members were furnished with detailed information (*copies in minute book*) following the end of the third 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.

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 Investment: Given the presence of only two Members and the climate surrounding 'Brexit', this subject was deferred to a later date.

AudPan2018/28 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.

AudPan2018/29 There being no further business, the Chairman declared the meeting closed.

The meeting closed at 7:45pm

Signed date