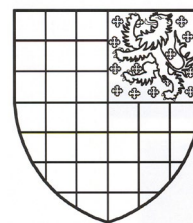


Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the **Audit & Governance Panel** held on **Thursday 5<sup>th</sup> August 2021**, online via Zoom Meetings at **6:00pm**.

**PRESENT** Cllrs Catlin; Lamb; Dr Maples, Milner (*Chairman*).

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

*Observing:* Ms Laura Chrysostomou (*TC Designate*)

**AudPan2021/01 ELECTION of CHAIR** Cllr Milner was elected as Chair of the Panel for the 2021/22 year.

**AudPan2021/02 QUESTIONS:** There were none.

**AudPan2021/03 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Bird, who had childcare commitments.

**AudPan2021/04 DECLARATIONS OF INTEREST:** There were none.

**AudPan2021/05 MINUTES:** The minutes of the meeting held on 25<sup>th</sup> November 2020 were received and agreed as an accurate record.

**AudPan2021/06 BUSINESS OF THE MEETING:**

*Routine financial monitoring:* Members were furnished with detailed information (*copies in minute book*) following the end of the first quarter of the financial year and miscellaneous comparative values *in* present status compared with previous years.

1. *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.
2. *Oversight as required by the Governance & Accountability Code of Practice:* Due to remote working, TC was unable to show the file of periodic bank reconciliations for review of the scrutiny already conducted. Ordinarily the Chairman would append his signature to verify this, but this could be done in arrears at any point during the year. Scanned copies of the first-quarter reconciliations were shown on-screen and verified by the Panel.
3. *General matters* – There followed a general discussion on various matters including: provision for equipping Malling Community Centre – adequate funds remained in the earmarked Reserve; grant recipients who did not appear to acknowledge the Council's support – this would be taken into account by the Grants Panel; ethical banking – it had previously been agreed that the new Responsible Finance Officer would be asked to research this; environmental auditing – outside the remit of the Panel (which addressed statutory requirements) but could be addressed (would need a detailed specification); structural repairs at the All Saints Centre (programme underway).

**AudPan2021/07 CONCLUSIONS/RECOMMENDATIONS:**

1 Members considered information on the Council's financial status and management for the first quarter; and found no items of concern. The overall position was better than anticipated. It was acknowledged that routine bank reconciliations would be validated by physical signature later in the year.

**AudPan2021/08** There being no further business, the Chairman thanked everyone for their attendance and declared the meeting closed.

*The meeting closed at 7:00pm*

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