



Wimborne Minster Town Council

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Councillors: S Bartlett, J Billington, C Brown, J Hart (Town Mayor), J Morgan, R Nash, I Sandy and S Wheeler (Deputy Town Mayor).

You are hereby summoned to attend the meeting of the **Finance and Governance Committee** on **Tuesday 15 October at 7pm** in the Committee Room in the Town Hall for the purpose of transacting the following business as detailed on the agenda below.

A handwritten signature in black ink, appearing to read "L. Harrison".

L. Harrison (Town Clerk/RFO), Wimborne Minster Town Council, 9 October 2024

Council are asked to note that in the exercise of their functions they must take note of the following: equal opportunities (race, gender, sexual orientation, marital status and any disability); crime and disorder, health and safety, and human rights.

Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. All agendas and minutes can be viewed on the Council's website www.wimborne.gov.uk and requested from the Town Council offices (for contact details see address above).

Under the Public Participation item on the agenda members of the public can ask questions of Town Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

Agenda

1. Election of Chairman

2. Election of Vice-Chairman

3. Apologies for absence

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can councillors give apologies by email / telephone by 5pm on day of meeting.

4. Declarations of interest and requests for dispensations

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

5. Public participation

For the public or press to ask questions of the Council on matters relating to this Agenda.

6. September bank reconciliation

- (i) To consider, review and approve bank statements, reconciliations, payments and receipts for September (appendix 1) and signed by the Chairman.
- (ii) To consider and note the Town Council's income and expenditure report from 1 April to 31 August 2024 (appendix 2).
- (iii) To consider and note the Ear Marked Reserves report and agree the amount and tenure of the Cemetery Ear Marked Reserve (appendix 3).

7. Asset Register

To receive and note the update from the Town Clerk in relation to the asset register and agree a de-minimis value for items (the Town Clerk recommends £250 in line with Council's insurance policy excess amount).

8. Finance timetable 2024/25

To note the finance timetable for the current financial year (appendix 4).

9. Internal Auditor

- (i) To note the continuing appointment of the Council's Internal Auditor and their independence from Council via letter of engagement for 2024 2025 (appendix 5)
- (ii) Review the effectiveness of the internal audit process for the current financial year (appendix 6 Section Four pages 24 to 33).

10. Service Level agreement

To adopt the draft Service Level Agreement as reviewed by Council's solicitors (appendix 7).

11. Draft budget for 2025 2026

To review the first draft of the budget from 1 April 2025 to 31 March 2026 (appendix 8).

12. Close of meeting and date of next meeting (19 November)