



**Minutes of the meeting of Finance & Governance
Committee held on Monday 22nd September at 5.45pm in
Committee Room at Town Hall**

Present: Christine Wheeler (Chair), Barry Darch, Richard Stubbings and Joe Athorn.

In Attendance: Paul Cunningham, Town Clerk

Apologies: Chris Greenhill, Peter Shannon

Absent: Gillian Birrell

Members of public: No members of the public.

1 - Apologies for absence

Received from Chris Greenhill and Peter Shannon.

What?	By Whom?	By When?
There are no actions for this item.		

2 - To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

3 - To approve the minutes of the committee meeting held on Wednesday 27th August 2025

Motion to approve minutes: Cllr Wheeler.

Seconded by: Cllr Athorn.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Finance and

Governance Committee meeting held on Wednesday 27th August 2025.

What?	By Whom?	By When?
There are no actions for this item.		

4 - To review policies as listed below

i Press and Media policy - to consider changes to the section of the policy covering social media use

Councillors suggested adding the words 'in their profile' to the third sentence of the first paragraph, after the words 'identify themselves as a town councillor'.

Councillors asked Town Clerk to check what policy East Suffolk Council has regarding social media use by their councillors. Councillors asked that this item be included on the agenda of the next meeting of the committee.

ii Cash Handling policy

Cllr Stubbings suggested that any floats for events be included in the document.

Cllr Darch proposed that the draft document be recommended to full council for approval, subject to the amendment above being added.

Seconded by Cllr Stubbings.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To agree the draft policy, subject to any floats for events be included in the document.

iii CIL spending strategy

Cllr Athorn proposed that the policy be recommended to full council for approval.

Seconded by Cllr Darch.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To agree the draft CIL spending strategy.

iv Statement of Internal Controls for 2025-26

Cllr Stubbings proposed that the policy be recommended to full council for

approval.

Seconded by Cllr Athorn.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To agree the draft Statement of Internal Controls for 2025-26.

What?	By Whom?	By When?
There are no actions for this item.		

5 - To consider an annual calendar for council activities

Councillors noted the calendar. They suggested that annual checks on council buildings be added to the calendar.

What?	By Whom?	By When?
Amend annual calendar to include annual checks of council buildings	Paul Cunningham	06/10/2025

6 - To have a preliminary discussion on the council's budget for 2026-27

Councillors considered the budget for 2025-26 and discussed potential changes, focussing on simplifying codes but also including a small number of suggested changes. They asked Town Clerk and RFO to draft a budget for 2026-27 for consideration at the next meeting and for committee to consider for their areas of responsibility.

What?	By Whom?	By When?
Produce draft budget for 26-27	Paul Cunningham Gary Jones	02/10/2025

7 - To agree the date for the next meeting of the committee as Monday 27th October at 5.45pm

This was confirmed as Monday 27th October at 5.45pm.

What?	By Whom?	By When?
There are no actions for this item.		