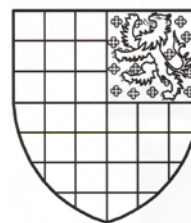


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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Audit & Governance Panel** held on **Thursday 19th July 2018**, in the **Council Chamber, Town Hall**, Lewes at **7:00pm**.

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

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

AudPan2018/01 ELECTION of CHAIRMAN: Cllr Milner was elected Chairman of the Panel

AudPan2018/02 QUESTIONS: There were none

AudPan2018/03 APOLOGIES FOR ABSENCE: Apologies were received from Cllr Barker, who was unwell, and Cllr Rowell who cited “a prior engagement”. No message had been received from Cllr Elliott or Lamb.

AudPan2018/04 DECLARATIONS OF INTEREST: There were none.

AudPan2018/05 MINUTES: The minutes of the meeting held on 8th May 2018 were received and signed as an accurate record.

AudPan2018/06 BUSINESS OF THE MEETING:

1 Routine financial monitoring:

Members were furnished with detailed information (*copies in minute book*) following the end of the first 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 in each instance.

AudPan2018/07 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.

AudPan2018/08 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

The meeting closed at 8:00pm

Signed date