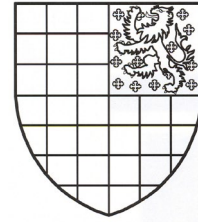


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**LEWES
TOWN
COUNCIL**

MINUTES

of the **Audit & Governance Panel** held on **Tuesday 23rd October 2018**, in the **Yarrow Room, Town Hall**, Lewes at **7:00pm**.

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

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

AudPan2018/08 QUESTIONS: There were none

AudPan2018/09 APOLOGIES FOR ABSENCE: Apologies were received from Cllr Barker, who was working in the Isles of Scilly, and Cllr Rowell who had not offered a reason. No message had been received from Cllr Elliott.

AudPan2018/10 DECLARATIONS OF INTEREST: There were none.

AudPan2018/11 MINUTES: The minutes of the meeting held on 19th July 2018 were received and signed as an accurate record.

AudPan2018/12 BUSINESS OF THE MEETING:

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

There was a general discussion on the distribution of overhead costs, and the effect of these on service accounts such as All Saints Centre.

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 *Internal Auditor's interim report 2018/19:* The Internal Auditor had submitted his mid-year report. This was complimentary on a number of points, and confirmed that Council had met all the required "control assertions" to be declared on the end-year statutory Return (AGAR). The auditor had noted some helpful suggestions for added detail for the published Asset Register, and remarked that the present Treasury Deposit investment could obtain a greater return elsewhere.

AudPan2018/13 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.

AudPan2018/14 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