



EAST PRESTON PARISH COUNCIL

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AUDIT & GOVERNANCE COMMITTEE

MINUTES: of the Committee Meeting held on Monday 11th March, 2024 at 19:00 at East Preston Infant School, Lashmar Road, East Preston

PRESENT: Councillors Lisa Duff, Glyn Mathias (Chairman), Rick McElroy, Steve Toney and Steven Wilkinson

ALSO: Clerk to the Council, Simon Cross

ABSENT: Councillor Elizabeth Linton

The meeting opened at 18:58.

210/24 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were received and accepted from Cllr Linton (unavailable).

211/24 PERSONAL AND/OR PREJUDICIAL INTERESTS

No interests were declared.

212/24 PUBLIC QUESTION TIME

No members of the public were present.

213/24 INTERNAL AUDIT – TERMS OF ENGAGEMENT

The following report was circulated in advance of the meeting:

Internal Audit – Terms of Engagement

Committee is asked to note the Terms of Engagement for Internal Audit services for the three years ending 31st March 2026.

Owing to timescales, the Finance & General Purposes Committee agreed, on behalf of the council and this committee, to sign up for a three-year agreement with Mulberry & Co. for the provision of Internal Audit services (19th February 2024, Minute 157/24). This three-year agreement will cover the financial years 2023/ 2024/25 and 2025/26.

Subsequently, we have been provided with the Terms of Engagement for those years. The letter containing the Terms of Engagement has been circulated in a separate file to these papers. I have signed these, but can send back any comments any councillor has.

Simon Cross – **Clerk to the Council**

6th March 2024

On behalf of the council, the committee APPROVED the Terms of Engagement for Internal Audit up to and including the year ending 31st March 2026.

214/24 INTERNAL AUDIT – YEAR ENDING 31ST MARCH 2024

The following report was circulated in advance of the meeting:

Internal Audit – 2023/24

Committee is asked to note the planned date for the completion of the Internal Audit for the year ending 31st March, 2024.

Andy Beams of Mulberry & Co. has booked himself in to visit on the morning of 15th May. As he has made clear before, any councillor can pop in and have a quick chat with him if they wish. This date is always subject to change at short notice on either side.

Simon Cross – **Clerk to the Council**

6th March 2024

The committee NOTED this information.

215/24 LEASES WORKING PARTY

The following report had been circulated in advance of the meeting:

Leases Working Party

Committee is asked to receive any update from the Leases Working Party.

As reported to Full Council, I have an informal meeting with the General Secretary of the Bowls Club to see how that committee's discussions are progressing with a view to a counter proposal for the lease going forwards.

This committee may or may not wish to spend five minutes considering any options it has in this matter.

Simon Cross – **Clerk to the Council**

6th March 2024

The Clerk had no further updates.

Cllr Wilkinson proposed the Flat Working Party be incorporated into the Leases Working Party as the current tenancy is under control. The committee AGREED with Cllr Wilkinson's proposal and the Flat Working Party, such as it is, will be disbanded.

216/24 ANNUAL REVIEW OF THE COUNCIL PLAN

The following report had been circulated in advance of the meeting:

Council Plan

On behalf of the council, Cllr Wilkinson has agreed to review the Council Plan adopted in December 2021. As he has mentioned in other meetings, he is hoping to bring

the 2022 Council Plan and the 2012 East Preston Action Plan together into one document. He will give any updates to this meeting.

Simon Cross – **Clerk to the Council**

6th March 2024

Cllr Wilkinson confirmed he had been through the Action Plan with the Clerk and made a number of changes. His plan was to circulate this to the committee chairmen for comment. Subsequently, outstanding parts of the Action Plan would be incorporated into an updated Council Plan.

217/24 MINUTES OF THE MEETING HELD ON 11TH DECEMBER 2023

The draft Minutes had been circulated to all councillors on 15th December, asking for any suggested amendments by 21st December. None had been received.

The committee AGREED the Minutes could be signed as a true record of the meeting held on 11th December. Cllr Mathias duly completed this task.

218/24 UPDATES ON MATTERS ARISING FROM PREVIOUS MEETINGS

There were no updates not covered earlier in the meeting.

219/24 URGENT MATTERS FOR INFORMATION ONLY

Nothing was raised.

220/24 MATTERS TO BE DISCUSSED AT THE NEXT MEETING (15TH JULY)

Nothing was suggested.

The Meeting closed at 19:03.

Chairman: *Cllr Glyn Mathias* Date: **15th July 2024**

(END)