



Brightlingsea Town Council

The Parish Hall, Victoria Place, Brightlingsea, Essex CO7 0BP

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to a meeting of the Finance & Property Committee to be held at the Parish Hall, Victoria Place, Brightlingsea on **Tuesday 13th May 2025 at 10.00am** for the transaction of the business stated below. Members of the press and public are welcome to attend.

Tracey Pulford

Tracey Pulford (6th May 2025)

Town Clerk

A G E N D A

1. **Apologies for Absence**
To receive apologies for absence.
2. **Confirmation of the Minutes of the Meeting held on the 15th April 2025**
To confirm the Minutes of the meeting held on the 15th April 2025, received by Council on the 17th April 2025.
3. **Declaration of Disclosable Pecuniary Interests**
Members are reminded of the requirement to disclose any interest in relation to items on the agenda when these are discussed.
4. **Councillor Internal Controller Report**
To receive a report from Councillor Morgan on the Internal Control checks carried out for 2024/2025.
5. **Risk Assessment 2024/2025**
To agree the Risk Assessment for 2024/2025.
6. **Asset Register 2024/2025**
To agree the Asset Register for 2024/2025.
7. **End of Year Accounts 2024/2025**
To agree the End of Year Accounts for 2024/2025.
8. **Annual Governance and Accountability Return (AGAR) 2024/2025 – Annual Governance Statement**
To complete Section 1 of the Annual Governance and Accountability Return (AGAR) - Annual Governance Statement 2024/2025.
9. **Annual Governance and Accountability Return (AGAR) 2024/2025 – Accounting Statements**
To agree the figures in Section 2 of the Annual Governance and Accountability Return (AGAR) – Accounting Statements 2024/2025.
10. **Additional Paperwork**
To agree the additional paperwork to be sent off to the External Auditor, including:-
 - Dates planned for the provision for the exercise of public rights
 - Bank reconciliation
 - Explanation of any ‘significant’ variances
 - Reconciliation between Box 7 and 8 in Section 1 of the AGAR
 - The AIAR
 - Copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2024/25 was discussed

11. Examining of Accounts

To receive and approve the recommendations of those Members examining the Accounts for the current period, including the authorisation of monthly payments for May 2025.

12. Appointment of Internal Auditor for 2025/2026

To appoint the Internal Auditor for 2025/2026.

13. Asset Valuation Policy

To receive the Asset Valuation Policy, which will form a new addendum to the Financial Regulations.

Information for Visitors

Fire Evacuation Procedure

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.