5th June 2025

Dear Councillor

This is to inform you that the first Finance and Compliance Committee meeting will be held at The Sportsman, Birchwood Leisure Centre, Longmead, Hatfield AL10 0AN at 7.00 p.m. on Wednesday 11th June 2025, to which you are summoned, for the transaction of the following business.

Yours sincerely,

J Anthony
Town Clerk

AGENDA

No.	Agenda Item	Estimated timings (minutes)
1.	DECLARATIONS OF INTERESTS BY MEMBERS To note declarations of Members' personal interests or personal and prejudicial interests in respect of items on this Agenda.	3
2.	QUESTION TIME The fifteen minutes of the Meeting will be given over to questions from members of the public on issues relating to the work of the Committee but not included on the agenda	15

3.	REVIEW OF ANNUAL GOVERNANCE AND ACCOUTABILITY RETURN (AGAR) Report of the Responsible Financial Officer with proposed AGAR, supported by Internal Audit Report, Notes on the Accounting Statement and Fixed Asset Register.	20
4.	HR REVIEW Report of the Town Clerk setting out how HR compliance is achieved at the Town Council with the assistance of Council HR and Governance Support.	20
5.	EXCLUSION OF THE PRESS AND THE PUBLIC RECOMMENDED that the press and public be excluded for the following items as their presence would be prejudicial to the public interest by reason of the confidential nature or debate of the business to be transacted - Public Bodies (Admissions to Meetings Act) 1960.	2
6.	HR PROCUREMENT OPTIONS FROM SEPTMEBER 2027 Report of the Town Clerk outlining procurement options for procuring HR support once current multi-year contracts comes to an end (September 2027) and presently.	20
7.	FINANCE REPORT Update from the Responsible Financial Officer	15
8.	DATE OF NEXT MEETING To note that the next meeting of the Committee is Wednesday 23rd July 2025 and consideration of the Committee's forward programme.	10
	Estimated end time	8.45pm (1hr 45 min)

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To All Members of the Finance and Compliance Committee