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19 June 2024

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

An EXTRAORDINARY MEETING of the Council will be held on **MONDAY 24 JUNE 2024 at 19.00 hours** in the council chamber or after the completion of the Finance Key Area Group meeting being held at 18.30 hours (if later), when your attendance is required.

Cllr Janice Henwood
Mayor

****PLEASE NOTE THE START TIME OF THE MEETING****

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

A G E N D A

OPEN FORUM - Each member of the public is permitted to speak once in respect of business relevant to the Town Council or of local concern to the residents of the town at the discretion of the Chairman (during the Open Forum). They can also speak during the meeting (on topics relating to the published agenda and any other business raised during the meeting) as the agenda debate is progressed. Speakers are encouraged not to speak for more than three minutes, at the discretion of the Chairman or nominee (including the Chair of any other meeting of the Council).

If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

3. **CHAIRMAN’S ANNOUNCEMENTS – if any**
4. **APPROVAL OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 PART 3**

4.1 As part of the end of year audit requirements, the Town Council, under The Accounts and Audit Regulation 2015, as in previous years, must complete an Annual Governance and Accountability Return (AGAR) (Appendix 1) with supporting documentation for the year 2022/23. The purpose of the AGAR is to summarise the Council’s activities and governance, in a specified format, at the completion of each financial year.

4.2 The AGAR is compiled of 4 sections and each must be completed and signed accordingly:-

SECTION	RESPONSIBILITY
Internal Audit Report	Internal Auditor
1. Annual Governance Statement	Chairman of Meeting approving the Return and Chief Executive Officer (Town Clerk)
2. Accounting Statements	Responsible Finance Officer and Chairman of Meeting approving the Return
3. External Auditor’s Certificate and Opinion	External Auditor

4.3 To meet our compliance requirements in regard to the Annual Governance Statement, the Council has established a Member Finance Key Area Group, developed a range of monitoring and reporting systems to include budgeting and forecasting models, regular management accounts, budget holder control reports, risk assessments and the employment of independent internal auditors.

4.4 **RECOMMENDATION**

Members are recommended to approve the:

- a) Annual Governance Statement 2023/24, and the
- b) Annual Accounting Statements 2023/24

Risk Implications – failure to forward the completed AGAR to the external auditor by 30 June 2024 may give rise to an adverse comment in audit statement.

5. **RESIGNATION OF TRUSTEE FROM THE PARK CENTRE BURGESS HILL CIO**

5.1 Members are informed of the resignation of John Orchard as trustee from the Park Centre Burgess Hill CIO. The resignation will take effect immediately.

5.2 Nominations are sought for a new Trustee for the Park Centre Burgess Hill CIO.

End