



**Polegate Town Council, Council Office,
49 High Street, Polegate BN26 6AL**
Town Clerk – Jo Ognjanovic - e-mail admin@polegate-tc.co.uk

30th April 2018

Notice is hereby given of a Special full council meeting of the Town Council to be held on **Monday 14th May 2018** in Council Chambers, 49 High Street, Polegate BN26 6AL at **7.30 pm**

A.J. Shell

Mayor of Polegate

The press and public have a right to and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.

A G E N D A

- 1. Opportunity for public comment**
- 2. Apologies for absence**
- 3. Declarations of interest**
- 4. To agree and approve the annual governance statement 2017/18**
 - a. The Council has put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.
 - b. The council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
 - c. The council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances
 - d. The council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that the meeting will be recorded. The purpose of this is that recordings act as an aide-memoire to assist the Clerk in the compilation of the minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

- e. The council carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introductions of internal controls and/or external insurance cover where required
- f. The council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems
- g. The council took appropriate action on all matters raised in reports from internal and external audit
- h. The council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the authority and where appropriate have included them in the accounting statements
- i. This council does not have any trust funds (including charitable.)

- 5. To approve the annual accounting statements for 2017/18 and annual return**
- 6. To receive and approve the internal audit report and propose any amendments/actions required arising from that report**
- 7. Narrative statement of Polegate Town Council in accordance with Para 8 (2) of the Accounts and Audit Regulations 2015 in respect of 2017/18 accounting year regarding the Town Council's financial performance and economy, efficiency and effectiveness in its use of resources over the financial year.**

Recommended that the following statement be recorded:

Polegate Town Council has looked at the accounting statements and monitored performance of the council finances and assets over the financial year. The Council has been prudent in its budgeting and as economical as possible, whilst still providing the services expected of the Town Council and those already agreed to improve. The Town Council is proactively investigating further use of its assets and resources to ensure that the best possible value is delivered by the Council and this is expected to continue with further changes in budgets and asset use over the coming financial year. The Council is also actively considering further expansion of its services and has been assessing the requirements of the town and the resources it currently has, use of assets and further resources that may be required. It expects that the efficiency and effectiveness of its assets and resources will continue to improve year on year, providing best value to Polegate's residents.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that the meeting will be recorded. The purpose of this is that recordings act as an aide-memoire to assist the Clerk in the compilation of the minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.