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18 June 2025

To: MEMBERS OF BURGESS HILL TOWN COUNCIL

An EXTRAORDINARY MEETING of the Council will be held in the council chamber on MONDAY 23 JUNE 2025 at 19.00 hours or after the completion of the Finance Key Area Group meeting being held at 18.30 hours which-ever is the later when your attendance is required.

**Julie Holden
Chief Executive Officer**

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

1. **OPEN FORUM** lasts for a maximum of 15 minutes and members of the public are permitted to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes (at the discretion of the Chair). Questions, representations or evidence must be directed to the Chair who will determine who and how a response will be made.
2. **APOLOGIES FOR ABSENCE**

**Cedric De Souza
Jon Gardner**

3. DECLARATIONS OF INTEREST

In respect of any matter on the agenda.

4. CHAIRMAN'S ANNOUNCEMENTS – if any

5. APPROVAL OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 PART 3

5.1 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 2024/25. 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.

5.2 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

5.3 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.

5.4 RECOMMENDATION

Members are recommended to approve the:

- a) Annual Governance Statement 2024/25, and the
- b) Annual Accounting Statements 2024/25

Risk Implications

Environmental – none

Financial – failure to forward the completed AGAR to the external auditor by 30 June 2025 may give rise to an adverse comment in the audit statement.

Community Safety - none