



How to contact us
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: lhc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Governance and Audit Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Wednesday 4 February 2026 at 18.30pm.

Present:

Councillor Woodman – Chair
Councillor Tilbrook – Vice Chair
Councillor May
Councillor Daws
Councillor Tandy

In attendance:

Melanie Nicholls – Head of Corporate Services and Governance

2025 to 2026

10. Evacuation Procedures

The evacuation procedures were noted.

11. Filming of Council Meetings, Use of Social Media, and Mobile Phones.

The procedures were noted.

12. Apologies

There were apologies from Councillor Lee, Councillor Tandy attended as substitute.

13. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor Tandy declared an interest across the agenda as a member of Arun District Council.

14. Minutes

The Minutes of the meeting held on 8 July 2025, previously circulated, were confirmed as a true record and signed by the Chair.

15. Chair's Report and Urgent Items

There were none.

16. Public Forum

There were no members of the public present, and no written representations made.

17. Officer's Reports

17.1. Annual Review of Corporate Risk Registers

17.1.1. Members had before them a report, previously circulated, which set out to review the Town Council's risk registers and supporting documents. Whilst no changes were proposed to the Corporate Risk Management Strategy and Procedures, they were reviewed together with the Corporate and Business Plan Risk Registers.

17.1.2. Before recommendation to Full Council, The Committee proceeded to review both risk registers and raised the following points:

- Wording for 'failure to deliver the events planned' could be amended for clarity (seen on page 35 of the agenda). The wording of the Corporate Risk Register will be updated to the following: "The Adverse Weather Policy ensures that, where dangerous weather conditions threaten the viability of an event, alternative locations and dates are identified and secured wherever possible."
- The addition of risk of unauthorised incursion on Town Council sites. Acknowledging steps that had been taken to mitigate this risk, the Corporate Risk Register be updated to incorporate control measures such as boundary and security measures being implemented and reviewed annually to ensure they meet the required security of the area.

It was resolved that:

1. The Council's Corporate Risk Management Strategy and Procedures be noted.
2. Following the amendments detailed above, the Corporate and Business Plan Risk Registers be endorsed and recommended to Full Council.
3. The contents of the report be otherwise noted.

17.2. Annual Review of Feedback

The Committee received and noted a report, previously circulated, which contained the Register of Compliments and Complaints for 2025. Members were happy to note the number of compliments being higher in comparison to the number of complaints, with the latter being addressed appropriately.

It was resolved that:

The contents of the report be noted.

17.3. Annual Review of Internal Controls

Members received a report, previously circulated, which set out the Town Council's Internal Controls for consideration and approval. Following a review by Officers, the current controls were considered effective with a slight change proposed; Banking cash becoming monthly going forward, rather than fortnightly. Members considered the suggested update and content of the controls to be robust and sensible.

It was resolved that:

1. The Council's updated Internal Control System be noted.
2. Council be recommended that statements 2, 5, 6 and 7 of the Annual Governance Statement have been complied with.

17.4. Business Plan Progress Report

Members had before them a report, previously circulated, which provided an update on progress made towards achieving the Business Plan goals as they related to the committee's work. Discussions covered the review of standing orders, to which the Head of Corporate Services and Governance explained they would be reviewed by the committee before recommendation to Council for adoption.

It was resolved that:

The report be noted.

17.5. External Auditor Certificate and Report 2024 to 2025

Members received a report, previously circulated, which contained the External Auditor Certificate and Report for the Town Council's 2024 to 2025 accounts.

It was resolved that:

The External Auditor Certificate and Report for the 2024 to 2025 accounts be noted.

17.6. Internal Audit Report 2025 to 2026

Members had before them a report, previously circulated, regarding the Internal Audit for the Town Council for the accounting period 2025 to 2026. The Committee proceeded to review the report in more detail, particularly referring to the work that consolidated earmarked reserves during the December budget cycle.



It was resolved that:

The Internal Auditor's report for the 2025 to 2026 accounts and progress on implementing the recommendations be noted.

18. Exempt Business

There was none.

The meeting was closed at 18:47 pm.

Chair