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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 8 July 2026 at 6.30pm.

Present:

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

In attendance:

Jon Short – Head of Finance and Service Delivery

2026 to 2027

1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

3. Apologies

There were apologies from Councillors Lee and Northeast, Councillor Tandy attended as substitute for the latter.

4. 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 no further declarations were made.

5. Minutes

The Minutes of the meeting held on 4 February 2026, previously circulated, were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

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

8. Officer's Reports

8.1. Internal Audit Report 2025 to 2026

- 8.1.1.** Members had before them a report, previously circulated, which set out the Final Internal Audit for the Town Council for the financial year 2025 to 2026. Members proceeded to review the auditor's recommendations. the Head of Finance and Service Delivery clarified that the publication of members allowances would be itemised in accordance with The Local Authorities Regulations 2003 15(3). This list detailing the allowance received by each member would be published on the Council's website in the coming weeks.
- 8.1.2.** Members wished to put on record their thanks to officers for their continuous hard work which contributed to a positive audit with very few concerns raised.

It was resolved that:

The Internal Auditor's Final report for the 2025 to 2026 accounts be noted and the actions to implement the Auditor's recommendation be noted.

9. Exempt Business

There was none.

The meeting was closed at 6.36pm.

Chair