



YOU ARE HEREBY SUMMONED to attend a
FINANCE COMMITTEE MEETING
to be held Wednesday 23rd September 2026 at 6:00pm
at the Town Hall, Maltravers Street, Arundel

MEMBERS OF THE PRESS AND PUBLIC HAVE A RIGHT TO ATTEND ALL COUNCIL
AND COMMITTEE MEETINGS

COUNCILLORS:

The Mayor (ex officio), The Deputy Mayor (ex officio), Cllr Tom Gray, Cllr Tony Hunt,
Cllr Ashton-Konig, Cllr Robin Lovell, Cllr Michael Tu, Cllr Les Wood

OFFICERS:

Jon Howcroft-Stemp (Town Officer), Mark Mulberry (Responsible Financial Officer)
Lisa Brancalone (Book Keeper)

CHAIR: Cllr Michael Tu

MINUTES: Jon Howcroft-Stemp

F282. APOLOGIES FOR ABSENCE

F283. PUBLIC QUESTIONS

15 minutes will be allowed for questions from the public relating to items on the agenda. Answers may be supplied in writing at the Chairman's discretion. Each member of the public may speak for 3 minutes.

F284. DECLARATIONS OF INTEREST

By members of the Council in matters on the agenda.

F285. MINUTES

To note the minutes of the Committee Meeting minutes of 9th July 2026 as approved by Full Council.

F286.

UPDATE ON AGREED ACTIONS

To receive an update on agreed actions arising from the Finance Committee meeting held on 21 May 2026.

F220	Open a Flagstone Account.	Town Officer / Cllr Tu
F235	Note overspent budgets and review whether any virements need to be transferred.	Cllr Tu / Bookkeeper
F258	Investment performance report due at the next meeting.	RFO
F259	Present proposal to Full Council to write off the historic cinema petty cash balance	RFO
F260	Present recommendation to Full Council to amend Section 5 of the Financial Regulations, increasing the threshold for three fixed-price quotes from £3,000 to £5,000.	Town Officer
F260	Review the Financial Regulations to reflect the position of Proper Officer rather than a specific role of Clerk.	Town Officer
F261	Continue the planned transition from Sage to Xero, including migration of three years of historic financial data and consideration of events management system options.	RFO / Bookkeeper / Cllr Tu

F287.

UPDATE FROM CHAIR

a. Tourist Tax

F288.

UPDATE FROM RESPONSIBLE FINANCIAL OFFICER

F289.

REVIEW TERMS OF REFERENCE FOR COMMITTEE

To approve a draft terms of reference to be presented to full council

F290.

REVIEW OF ACCOUNTS (APRIL 2026 to AUGUST 2026)

- a. Balance Sheet
- b. Reserves Tracker
- c. Budget Performance
- d. Accruals

F291.

3 YEAR BUDGET

- F292. INVESTMENT**
To report investment performance.
- F293. COMMUNITY INFRASTRUCTURE LEVY (CIL) REPORT**
To receive and note the Community Infrastructure Levy (CIL) report and consider any recommendations arising therefrom.
- F294. EXTERNAL AUDIT UPDATE**
- F295. FINANCIAL SYSTEM MIGRATION REPORT**
a. Xero
b. Integration with Sonas
- F296. FINANCIAL REPORTING PROPOSAL**
To consider and approve a recommendation to Full Council for the appointment of a consultant to undertake a financial reporting review.
- F297. SPENDING APPROVED UNDER DELEGATED AUTHORITY**
a. To note the expenditure for the hoarding design.
b. To note the expenditure for urgent system replacement part of the town WiFi.

Issued by: Jon Howcroft-Stemp, Town Officer



Date of Issue: 16 September 2026