



YOU ARE HEREBY SUMMONED to attend a
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

to be held on Thursday 5th November 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)

CHAIR: Cllr Michael Tu

MINUTES: Jon Howcroft-Stemp

F299. APOLOGIES FOR ABSENCE

F300. 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.

F301. DECLARATIONS OF INTEREST

By members of the Council relating to matters on the agenda.

F302. MINUTES

To note the minutes of the Finance Committee meeting held on 23 September 2026, as approved by Full Council on 8 October 2026.

F303. UPDATE ON AGREED ACTIONS

To receive an update on agreed actions arising from the Finance Committee meeting held on 23 September 2026.

Minute	Action	Owner
F220	Progress the opening of a Flagstone account.	Town Officer / Cllr Tu
F287	Prepare a proposal for Full Council regarding Christmas parking.	Cllr Tu / Proper Officer
F288	Confirm publication arrangements for the External Auditor's Certificate and completed AGAR.	Proper Officer
F288	Arrange and record GDPR training for councillors by 31 March 2027.	Proper Officer
F288	Ensure the independence of the Internal Auditor is expressly considered and recorded.	Proper Officer
F288	Register for and use the digital AGAR process for 2026/27.	Proper Officer / RFO
F289	Prepare revised draft Terms of Reference for the Finance and General Purposes Committee.	Cllr Tu / Proper Officer
F290	Investigate whether the directional arrows in the Xero reports can be adjusted to show more clearly the effect of variances on the Council's net position.	RFO
F290	Ensure that bank reconciliations and corresponding bank statements are presented for independent wet-signature approval, with at least four completed during the financial year.	Proper Officer / Bookkeeper
F291	Revisit the three-year budget as part of the new budget cycle.	RFO
F292	Review the level of funds held in the deposit account, including the transfer of surplus funds to a higher-interest account and progression of the move to Unity Trust.	Cllr Tu / Proper Officer
F293	Confirm whether any further CIL receipts are due.	Proper Officer
F293	Progress the approved allocation of £12,000 of CIL funding towards the additional market and events storage project, alongside the existing £4,000 accrual.	Proper Officer
F295	Resolve the duplicate debtor entries arising from the Sonas and Xero migration, reconcile the two systems and streamline the future process.	Cllr Tu / RFO

F304. UPDATE FROM THE CHAIR

- a. Appointment of Bookkeeper
- b. Budget Status

F305. UPDATE FROM THE RESPONSIBLE FINANCIAL OFFICER

F306. REVIEW OF ACCOUNTS (APRIL 2026 TO OCTOBER 2026)

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

F307. INVESTMENT

To report investment performance.

F308. EXTERNAL AUDIT

To note the external audit.

F309. FINANCIAL SYSTEM MIGRATION REPORT

- a. Xero
- b. Integration with Sonas

F310. CONFIDENTIAL BUSINESS

The Committee is asked to resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

a. Confidential Minutes

To note the confidential minutes of the Finance Committee meeting held on 23 September 2026, as approved by Full Council on 8 October 2026.

b. Update on Confidential Actions

To receive an update on confidential actions arising from the Finance Committee meeting held on 23 September 2026.

c. Staffing Matters

Issued by: Jon Howcroft-Stemp, Town Officer, 29th October 2026

