



EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

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Town Clerk: Samantha Heynes BA (Hons), FSLCC

Email: townclerk@eastgrinstead.gov.uk

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of a meeting held on Thursday 25th June 2026

Committee Members: Cllr Farren (Chair)
Cllr M Belsey (Vice Chair)
Cllr S Reeves (Town Mayor)
Cllr S Barnett
Cllr L Gibbs
Cllr E Godwin*
Cllr J Mockford
Cllr S Ody

In attendance: Town Clerk
Responsible Finance Officer (RFO)
Cllr J Belsey
Cllr A Peacock

PUBLIC PARTICIPATION

None.

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE/SUBSTITUTIONS

Apologies received from Cllr Godwin, which were accepted.

2. TO RECEIVE THE MINUTES OF THE MEETING HELD ON 31st MARCH 2026

RESOLVED: To accept and approve the minutes of the meeting dated 31st March 2026.

3. TO RECEIVE ANY DECLARATIONS OF INTEREST

None.

4. TO RECEIVE ANY CHAIR'S ANNOUNCEMENTS

Due to it being the first meeting of the cycle there were no announcements to be made, outside of extending a warm welcome to both new and previous members of the committee.

5. TO RECEIVE THE LIST OF APPROVED PAYMENTS FOR MARCH, APRIL AND MAY 2026

The account entries for the dates above were noted.

6. TO CONSIDER THE TOWN COUNCIL FINANCES – POSITION STATEMENT

The committee noted the position. The purchase of weedkiller was queried, the Clerk was instructed to establish why and where this was being used when it was believed this was no longer the case. Otherwise no other queries were raised, and the Head of Finance was thanked for his comprehensive report.

7. TO RECEIVE AN HR UPDATE OUTLINING STAFF ABSENCE DURING 2025-2026

This item was noted, with confirmation that the Council had 18 FTE staff members.

8. TO CONSIDER ANY RECOMMENATIONS WITH FINANCIAL IMPLICATIONS FROM OTHER STANDING COMMITTEES FOR APPROVAL BY F&GP

None to report.

9. TO NOTE ANY DELEGATED DECISIONS MADE SINCE THE LAST F&GP MEETING

None to report.

10. TO RECEIVE AND NOTE THE ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL AUDIT REPORT FOR 2025/2026

Committee noted the internal control report and recommended this to Full Council for approval.

The recommendation of a data audit was queried, it was clarified that it was an annual requirement. This was the first time it had been flagged as best practice to undertake, rather than being compulsory. Action would be taken to arrange this audit to take place.

11. TO CONSIDER THE ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2025-2026 FOR APPROVAL AT FULL COUNCIL ON 25TH JUNE 2026:

Section 1 – Annual Governance Statement

Section 2 – Accounting Statements

Committee noted the annual governance and accounting statements and recommended these to Full Council for approval.

12. TO NOTE THE COUNCILLORS ALLOWANCES CLAIMED 2025/2026

Noted.

13. TO RECEIVE THE ANNUAL STAFF AND TRAINING REPORT 2025/2026

Noted.

14. TO NOTE THE ACTIONS LIST

Noted.

There being no other business the meeting closed at 7.12pm the Chair announced the next F&GP meeting would take place on **Thursday 1st October 2026.**

SIGNED:

CHAIRMAN

DRAFT