

Minutes of the meeting of the **Finance Committee** held at the **Shire Hall** on **Wednesday 25<sup>th</sup> June 2025** at **5.30pm**

**Councillors:**

Present: S Bale, R Leach, S Miller, N Phipps, R Sanders and M Sutton.

Apologies: P Gillard, G Holdcroft and T Rogerson.

In Attendance: Town Clerk (Mr G E Diaper) and no members of the public.

**1. To elect the Chair of Committee for the Civic Year 2025/26.**

The Committee agreed to appoint Cllr. Robin Sanders as the Chair of the Finance Committee for the 2025/26 Civic Year.

**2. To elect the Deputy Chair of Committee for the Civic Year 2025/26.**

The Committee agreed to appoint Cllr. Mike Sutton as the Deputy Chair of the Finance Committee for the 2025/26 Civic Year.

**3. Apologies**

Apologies for absence were approved from Councillors P Gillard, G Holdcroft and T Rogerson.

**4. Declarations of Member Interests.**

No members made any declarations of interests in relation to items on the agenda.

**5. Requests for dispensations.**

There were no requests for a dispensation in relation to items on the agenda.

**6. Public Question Time**

There were no members of the public present.

**7. To agree and approve the Minutes of the meeting held 30<sup>th</sup> March 2025.**

The minutes of the Finance Committee meeting held 30<sup>th</sup> March 2025 were approved as a true record.

**8. To consider a comment from the internal auditor regarding a Reserves Policy for Woodbridge Town Council.**

The Committee noted the comment made by the internal auditor regarding the updating of the Council's Reserve Policy.

The Town Mayor spoke to a draft policy, and with the amendments as agreed at the meeting in regard of the General Reserve, that document was recommended to Town Council for approval.

**9. To agree the Councillors to be signatories on the Council's bank mandates.**

The Committee agreed that Cllrs. Phipps (Chair of the Council), Sanders (Chair of the Finance Committee) and Sutton (Deputy Chair of the Finance Committee), remain as signatories on the Council's three bank mandates.

The Committee agreed that the Town Clerk may seek to add himself as a signatory to those mandates.

**10. To review the Council's Risk Management Schemes.**

The Committee considered the Council's three Risk Management Schemes and with the changes agreed at the meetings, those documents were approved.

Actions for the Town Clerk:

- Chase Tru7 Group for a meeting regarding the Whisstocks Floodgate
- Organise meetings of the Property Working Party with the Council's tenants.
- Request that the CEE Committee consider the risk of surface water flooding in Woodbridge and the Green Infrastructure Plan at their next meeting.

**18. Closure**

The meeting was closed at 6.50pm

Councillor Sanders  
Chair