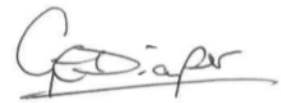


To Members of the Finance Committee

Cllr. David Adelson	Cllr. Ruth Leach	Cllr. Nigel Phipps	Cllr. Michael Sutton
Cllr. Sue Bale	Cllr. Eamonn O’Nolan	Cllr. Tom Rogerson	Cllr. Katharine Turner
Cllr. Ellie Beck	Cllr. Sharon Miller	Cllr. Simon Sadler	Cllr. Catherine Walsh
Cllr. Geoff Holdcroft	Cllr. Doreen Pegg	Cllr. Robin Sanders	Cllr. Martin Wilks

You are hereby summoned to **attend the meeting of the Finance Committee** to be held at the **Shire Hall** on **Wednesday 27th May 2026 at 7pm.**



Greg Diaper
Town Clerk
21st May 2026

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to fifteen minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Woodbridge Town Council vision statement

The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.

Agenda

- 1. To elect the Chair of Committee for the Civic Year 2026/27.**
- 2. To elect the Deputy Chair of Committee for the Civic Year 2026/27.**
- 3. Apologies.**

4. Declarations of Member Interests.

To receive any declarations of interest in respect of items on this agenda.

5. Requests for dispensations.

To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

6. Public question time.

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Fifteen minutes maximum – three minutes per person.

7. To agree and approve the [minutes](#) of the meeting held 29th April 2026.

8. To consider the balances of the Council's bank accounts.

9. To consider the Council's Model Publication scheme.

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

11. Closure.

Item 8

To consider the balances of the Council's bank accounts.

Full Council considered the following item at its Annual Meeting:

Item 13

To note the receipt of the Precept and the position of the Council's bank balances.

The first half of the precept (£327,378.50), has been received from East Suffolk Council (Remittance advice provided overleaf).

The statutory balance sheet provided in the previous item confirms that these funds have been received into the Council's Money Manager Account, giving a balance at that time of £459,384:

30th April 2026

Current Assets

Debtors	8,807
VAT Control Account	9,186
Prepayments	0
Current Account	5,366
Money Manager Account	459,384
Suffolk Building Society	300,070
Petty Cash	55
Unity Trust Account	281,121

1,063,989

At the time of writing (14.05.26), that amount is slightly reduced to £453,327.

Members are asked to note the receipt of the Precept and the position of the Council's bank balances.

The minutes from the meeting provide:

13. To note the receipt of the Precept the position of the Council's bank balances.

The Council noted the receipt of the first half of the precept on (£327,378.50) on 29th April 2026 and requested that the Finance Committee consider the balances of the Council's bank accounts.

By the time of this meeting, the Money Manager will have been further reduced by the payment of Officer salaries (£20,196.85), PAYE (£5,851.82) and Council supplier payments (49,159.01).

The Council requested that the Finance Committee consider if the Council needs to re-allocate any funds across its bank accounts, or retain the existing position.

Members are asked to consider the balances of the Council's bank accounts.

Item 9

To consider the Council's Model Publication scheme.

As part of the consideration of the year end internal audit report, the Council were provided the following from the auditor in regard of the Council's Model Publication scheme:

<i>Is there an adopted council publication scheme and is it reviewed regularly?</i>	YES	The Freedom of Information Act 2000 requires every public authority to have a publication scheme. Woodbridge Town Council Publication Scheme is available to view on the council website and details the type of information the council holds and how it will make it available to the public. RECOMMENDATION: The document is dated 2023 and has no review date published. The Publication Scheme is not listed on councils policies to be reviewed. It is recommended that as this is a live document it be reviewed annually to ensure it is up to date and contains relevant information.
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WTC action – The Council's Model Publication scheme is provided on our [website](#) – the Finance Committee will be asked to consider the contents of the document at their meeting in late May.

That document is provided on the Council's website:

https://woodbridge-suffolk.gov.uk/site/assets/files/1419/model_publication_scheme_2023.pdf

The quote from the ICO [website](#):

The model publication scheme is a short document (say two pages long) setting out your high-level commitment to proactively publish information. It is suitable for all sectors and consists of seven commitments and seven classes of information.

The proposed remitting of this policy to the Finance Committee was based on the small element of the policy with a financial implication – the cost of charging members of the public to use the Council's photocopier. The Committee may wish to consider the whole document, or leave that to the Standing Orders Working Parties as was the position of the Council in regard of the other policies on the agenda for that meeting.

Members are asked to consider the Council's Model Publication scheme.

Item 10

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

The Council's Financial Regulations state the following in regard of the Council's bank mandates:

6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Finance Committee. The arrangements shall be reviewed annually for security and efficiency.

7.1 Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify four councillors who will be authorised signatories on the bank accounts. This will normally be the Mayor and the Chair of the Finance Committee with their deputy. The deputies can sign if the Mayor and the Chair of finance are absent. A minimum of two people will be involved in any online approval process. The Clerk and other officers may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

Cllrs Phipps, Sanders, Sutton and the Town Clerk are currently the Council's signatories on the bank mandate (as agreed at the meeting of the Finance Committee in June 2025)

Members are asked to agree the retention of Cllrs. Phipps, Sanders, Sutton and the Town Clerk on the bank mandates for HSBC, Suffolk Building Society and Unity Trust.