

**Finance and Audit Committee**

**Tuesday, 17<sup>th</sup> February 2026**

**11:30 – 13:00**

**Members:**

Lorraine Rogers, S151 Officer, East Suffolk Council (Chair)  
Mark Lemmon, Chair, Freeport East Ltd  
Richard Smith, Director, Freeport East Ltd

**Invited:**

Steve Beel, CEO, Freeport East Ltd  
Marie Finbow, Programme Manager, Freeport East Ltd  
Daisy Newton, Executive Assistant, Freeport East Ltd (Minute taker)  
Simon Papworth, Freeport East Ltd  
Andrew Chapman, Finance Business Partner, East Suffolk Council  
Richard Barrett, S151 Officer, Tendring District Council  
Melissa Evans, S151 Officer, Babergh & Mid Suffolk Councils  
Louise Aynsley, S151 Officer, Suffolk County Council  
Holly Field, (on behalf of Louise Aynsley, S151 Officer), Suffolk County Council  
Stephanie Mitchener, Director of Finance, Essex County Council  
Daniel Tooke, Head of Finance, Essex County Council

**A G E N D A**

1.	<b>Apologies for Absence</b>	Lorraine Rogers	11.30 – 11.35
2.	<b>Minutes of the Last Meeting</b>	Lorraine Rogers	
3.	<b>Finance Risk Register Review</b>	Marie Finbow	11.35 – 11.45
4.	<b>Budget Reports</b> a) 2025/26 Budget Monitoring Report b) Proposed Budget for 2026/27 c) Schedule of Disbursements for Seed Capital & Non-Seed Capital Grant Funding d) Business Rates Forecast	Steve Beel / Andrew Chapman	11.45 – 12.15
5.	<b>Business Rates Processes</b>	Steve Beel	12.15 – 12.25
6.	<b>Review of Scheme of Delegation and Financial Controls</b>	Marie Finbow	12.25 – 12.35
7.	<b>Update on implementation of Internal Audit Report</b>	Lorraine Rogers	12.35 – 12.40
8.	<b>Forward Plan</b>	Marie Finbow	12.40 – 12.45
9.	<b>Any Urgent Business</b>	Lorraine Rogers	12.45 – 13.00

The next meeting will be held on Tuesday, 7<sup>th</sup> April at 13:30 hours