



# Kesgrave Town Council

**Clerk: Mrs Joanna Abbott**

**Ferguson Way, Kesgrave, Suffolk IP5 2FZ**

**Tel: 01473 625179 Email: [enquiry@kesgravetowncouncil.gov.uk](mailto:enquiry@kesgravetowncouncil.gov.uk)**

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## Finance and Governance Committee Meeting

To: All members of the Finance and Governance Committee

Copy to: All Town Councillors

Dear Councillors

### Notice of Meeting

You are summoned to the next meeting of the Finance and Governance Committee which will take place on Monday 1 June 2026 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

*J. Abbott*

Joanna Abbott  
Town Clerk  
27 May 2026

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## AGENDA

1. **Election of Chair for this Committee** – to agree.
2. **Election of Vice Chair for this Committee** – to agree.
3. **Welcome and Apologies for Absence** – welcome and to receive and accept apologies for absence.
4. **Declaration of Interests** – to receive, any interests, (these can be made at any point during the meeting).
5. **Minutes of the last Meeting** held on the 2 March 2026 – to receive, consider and agree. (Copy attached).
6. **Clerks/Officer Report/Update** – to note any matters arising and updates following on from the last meeting, not dealt with under any other agenda item.
7. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
8. **Bank Reconciliation to 31 March 2026** – to review and approve (copy attached).
9. **Receipts and Payments for March 2026** – to review and approve (copies attached).
10. **Detailed Income and Expenditure to 31 March 2026** – to receive and review (copies attached).
11. **Trial Balance for March 2026** – for review (copy attached).
12. **Annual Accounts year ended 31 March 2026** –
  - a. Annual Return 2025-26 (AGAR Form 3) – for discussion only (AGAR with supporting documents, as listed below, to be approved by Full Council).
    - Supporting Statement for the year ended 31 March 2026
    - Balance Sheet as of 31 March 2026
    - Income & Expenditure Account for the year ended 31 March 2026
    - Summary of Performance against Budget for 25/26 – for information only
    - S137 Report - for information only
    - Supporting documents for the External Auditor:
      - o Explanation of any significant variances in section 2
      - o Reconciliation between Box 7 and Box 8 in section 2
      - o Bank: Cash and Investment reconciliation as of 31 March 2026
      - o Reserves reconciliation for the Annual Return 31 March 2026
13. **Asset Register, Inventory List and Summary of Additions/Disposals as at 31 March 2026** – to receive and review (copies attached).
14. **Ear-marked Reserves as at 31 March 2026** - to receive and review (copies attached).
15. **Grant Request: Bloom Affair Community projects** – to consider and agree (application form attached).
16. **KTC Action Plan 2026/7** – to review (copy attached).
17. **Other/Urgent Communications** – to receive and consider any other matters of sufficient urgency and importance that the Chairman will allow for discussion. (To be notified to the office by 12 noon on the day of the meeting).
18. **Date of Next Meeting** – Monday 7 September 2026 at 7.15pm in the Council Chamber, Town Council Offices.
19. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
20. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
21. **Land Management** – to consider and agree (paper attached)