

Kesgrave Town Council

FINANCE AND GOVERNANCE COMMITTEE MEETING MINUTES

Date: Monday 1 June 2026

Time: 7.15pm

Venue: Council Chamber, Town Council Office

Present:

Councillor Jonathan Ogden (Chair)

Councillor Rod Gibson (Vice Chair)

Councillor Neal Beecroft-Smith

Councillor Alan Comber

Councillor Dr John Ling

Councillor Geoff Lynch

In Attendance:

Joanna Abbott (Clerk)

Angela Dougall (Responsible Financial Officer / RFO)

1. Election of Chair for this Committee

Cllr Jonathan Ogden was nominated. There were no other nominations. Cllr Jonathan Ogden accepted the nomination.

All in favour, following the vote.

2. Election of Vice Chair for this Committee

Cllr Rod Gibson was nominated. There were no other nominations. Cllr Rod Gibson accepted the nomination.

All in favour, following the vote.

3. Welcome and Apologies for Absence

The Chair welcomed all to the meeting. No apologies for absence were received.

4. Declaration of Interests

Cllr Jonathan Ogden declared a non-pecuniary interest in item 9 as a Scout Leader.

Cllr Alan Comber declared a non-pecuniary interest in item 9 as a Scout Leader and Rupert Fison Centre Director.

No other interests were declared.

5. Minutes of the last Meeting held on 2 March 2026

These were received, considered and agreed following the vote.

6. Clerks/Officer Report/Update

The Clerk provided the following updates:

A thank you was received from Citizens Advice for the funds of £1,500, issued in April, as part of their service level agreement.

The RFO confirmed that, following a query from the last F&G meeting regarding the cheapest electricity tariffs for the EV charger, the Council is on a fixed-term contract and unable to change rates. The current rates are the best available.

The Kesgrave Library Manager has reported due to ongoing changes at Suffolk County Council (elections, LGR/Devolution), discussions regarding a service level agreement with the Town Council are continuously being pushed back. The Library Manager thanked the Council for its time and patience. The Clerk stressed that the Friends of the Library group still has the option to apply for a grant from the Town Council for any community projects they wish to undertake over the summer. J Abbott to follow up on potential grant application from the Friends of the Library group.

7. Members of the Public

No members of the public were present.

8. Bank Reconciliation to 31 March 2026

The RFO confirmed there were no extraordinary items. The March figures were used for the year-end accounts. A Member requested a scan of the bank statements for verification.

A Dougall to circulate scanned bank statements to Councillors. These were received, considered and agreed following the vote.

9. Receipts and Payments for March 2026

These were received, considered and agreed following the vote.

10. Detailed Income and Expenditure to 31 March 2026

The RFO explained that the balance figures (carry forward) would be shown in the annual accounts, amounting to £118,193.

These were received, considered and agreed following the vote.

11. Trial Balance for March 2026

The report was received and noted.

12. Annual Accounts year ended 31 March 2026

The RFO informed the Committee that the internal auditor, Mr. Hunt, would be visiting tomorrow morning. The accounts must be submitted to the external auditor by the beginning of July, requiring approval from Full Council before submission.

a. Annual Return 2025-26 (AGAR Form 3)

The RFO explained that page 5 of the AGAR Form 3 provides a comparison of this year's expenditure against last year's. An explanation of any significant variances (over 15% or £200 difference) has been prepared for the external auditor.

The supporting statement provides a more detailed description of the figures in layman's terms. A Member enquired about the current aged debt position. The RFO confirmed there is only one debtor, who pays monthly and is paid up to the end of January. This is a regular hirer, a small business that the Council is supporting. The RFO also clarified that a larger balance shown is due to invoices sent in March but paid in April.

The Balance Sheet as of 31 March 2026 was presented. The RFO noted that it is similar to last year's, with a higher reserve figure. Ear-marked reserves will be reviewed and amended as items are budgeted for.

The Income & Expenditure Account for the year ended 31 March 2026 was presented. The RFO explained that this is a summary, interlinked with the balance sheet and AGAR.

The Summary of Performance against Budget for 25/26 was presented. The RFO explained that this document shows variances and the reasons behind them. Administration spent slightly more than budgeted due to new laptops and the purchase of an electric van.

The S137 Report was presented, detailing grants awarded.

The supporting documents for the External Auditor were reviewed, including the explanation of significant variances in section 2, the reconciliation between Box 7 and Box 8 in section 2, the Bank: Cash and Investment reconciliation as of 31 March 2026, and the Reserves reconciliation for the Annual Return 31 March 2026 (which is already included within Box 7 and Box 8 reconciliation).

A Member asked about the use of AI for accounting procedures. The RFO stated that the current finance package does not offer AI capabilities, but it is something that might be considered in the future.

These were received, considered and agreed following the vote to seek approval at the next Full Council meeting.

13. Asset Register, Inventory List and Summary of Additions/Disposals as at 31 March 2026

The RFO explained that the asset register continues to grow, with new items highlighted in yellow for easy reference. The summary shows additions and disposals for the

2025/26 year, including IT equipment that has been disposed of. A Member enquired about the bowser water tank in the van and the MJH door system. The RFO clarified that the MJH door system was an upgrade and was noted in the 2025/26 register. The water tank was received in April and will therefore appear in next year's accounts. The RFO further explained the accounting policy: goods and services are recorded when received or provided, not necessarily when the invoice is received or paid. A Member questioned the £100 limit for inventory items. The RFO stated that this limit is set by the Town Council, based on the insurance excess, and could be reviewed. These were received, considered and agreed following the vote for approval by Full Council.

14. Ear-marked Reserves as at 31 March 2026

The RFO confirmed that the only change was the transfer of £5,000 to the Van reserve. The money allocated for the library has not yet been claimed. This item will be reviewed and presented to Full Council.

These were received, considered and agreed following the vote for Full Council approval.

15. Grant Request: Bloom Affair Community projects

The Clerk provided an update, stating that the applicant confirmed they had not yet booked a venue and would appreciate any discount offered. They also noted that a bank statement was not provided, is awaited by the group as their account is new. Cllr Rod Gibson raised concerns regarding the organisation's newness, lack of track record, and absence of formal constitution or charity registration (though not strictly required for grants under £5,000). He highlighted that £1,000 is a significant amount and suggested offering support in kind, such as free use of the MJH. Members echoed concerns about the lack of previous events, the £1,000 request, and the focus on young ladies without clear safeguarding or DBS policies. Cllr Lynch suggested offering free hall use for two events and then reviewing the situation. Cllr Ling also raised concerns and questioned the balance of the application's focus. He also made reservations about the fragility of the application and suggested providing support for governance and planning. The Chair, Cllr Jonathan Ogden, agreed with the governance concerns. A Member suggested contacting the Youth Club. A Member suggested asking the applicant to give a presentation. Cllr Beecroft-Smith clarified that the organisation's social media is private and not actively engaging, and they have not contributed their own funds.

Cllr Lynch proposed, seconded by Cllr Ling, that the Clerk make contact with the applicant to gather more information, offer six free hall sessions, and invite them to have a stall at the Fun Day/Market to fundraise. All in favour, following the vote.

16. KTC Action Plan 2026/7

The Chair stated that this item is included on every F&G meeting agenda to ensure continuous progress.

J Abbott and Cllr Comber to update the Action Plan ahead of the next meeting in September.

These were received, considered and agreed following the vote.

17. Other/Urgent Communications

The Chair, Cllr Jonathan Ogden, raised the issue of Flagstone deposits. He noted that two deposits are maturing in the next two weeks, with another in three months and a further one in nine months. He suggested evening out the maturities to create a staggered schedule, with an equal amount maturing every three months. This would involve reinvesting maturing deposits for varying terms (3, 6, 9, 12 months). The RFO clarified that the current system is easy to manage.

Cllr Ogden proposed, seconded by Cllr Gibson, to spread the matured funds over the multiple periods so that future deposits will each mature at 12-month term intervals for the Flagstone deposits. All in favour, following the vote.

18. Date of Next Meeting

Monday 7 September 2026 at 7.15pm in the Council Chamber, Town Council Office.

19. Agenda Items for Next Meeting

No specific agenda items were raised for the next meeting.

20. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

No members of the public present.

Agenda item 21 was then discussed in the CONFIDENTIAL part of this meeting.

This part of the meeting finished at 8.19 pm

Signed: Chair.....Date.....