



Kesgrave Town Council

Ferguson Way, Kesgrave, Ipswich, IP5 2FZ
Clerk: **Susan Clements**
Business and Development Manager: **Diane Jimpson**

Telephone: (01473) 625179
Email: enquiry@kesgravetowncouncil.org.uk
Webpage: www.Kesgravetowncouncil.org.uk

Finance and Governance Committee Meeting

Members of the Public and the Press are more than welcome and encouraged to attend

AGENDA

To:	Councillor A Athwall	Councillor G Lynch
	Councillor N Beecroft-Smith	Councillor P Mills
	Councillor D Fairbrother	Councillor R Patten
	Councillor S Fairbrother	Councillor R Spittle
	Councillor A Comber	

Dear Councillors

Notice of Meeting

You are hereby summoned to attend the next meeting of the Finance and Governance Committee which will take place on **Monday, 8th January 2018 at 7.15pm – 8.15pm** in the Council Chamber.

Yours sincerely

Susan Clements
Town Clerk
29th December 2017

AGENDA

- Welcome and to Receive Apologies for Absence** – Welcome and to receive Apologies for absence.
- Declaration of Interests** – To receive, any interests, (these can be made at any point during the Meeting).
- Minutes of the last Meeting** held on the 13th November 2017– to receive, consider and agree. (Copy Attached & already agreed at full Town Council Meeting on 20th November 2017).
- 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.
- Members of the Public** – To welcome members of the public who may wish to speak or ask any questions.
- Grants** – To receive and consider any applications received including:



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- Suffolk Libraries IPS Limited request for a further grant of £6,300 per annum in order to assist with an additional session of four hours of staffing at Kesgrave Library.

7. 3rd Quarter Budget Reports – to receive (copies to follow).

8. Bank Reconciliation – to review and approve (copies attached).

9. Effectiveness of Internal Audit – to consider whether procedures for the following are effective: (copy attached).

- a) Scope of internal audit
- b) Independence
- c) Competence
- d) Relationships
- e) Planning and reporting

10. Asset Register – to receive and approve (copy to follow)

11. Risk Assessments – to receive and approve (copy attached)

12. Internal Controls – to review and approve

13. Social Media Policy for Website – to review and approve

14. Annual Review of Town Council's Standing Orders & Policies & Procedures - To receive, agree and note the changes following recent legislation. (details to follow).

15. GDPR (General Data Protection Regulation May 2018) – to receive, consider and agree any updates.

16. New Youth Club/Facility Model – Orwell – to receive a progress report and update.

17. Items of Sufficient Urgency and Importance

18. Date of Next Meeting – The next Meeting is on Monday, 26th March 2018 at 7.15pm in the Council Chamber of the Town Council Offices.

19. Agenda Items for Next Meeting – To consider any matters that members would like to discuss at the next Meeting.

Please note – Members of the Personnel Committee - The Confidential Personnel Committee will follow this Meeting at 8.15pm.