



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

- 1. Welcome and to Receive Apologies for Absence** – Welcome and to receive Apologies for absence.
- 2. Declaration of Interests** – To receive, any interests, (these can be made at any point during the Meeting).
- 3. 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).
- 4. 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.
- 5. Members of the Public** – To welcome members of the public who may wish to speak or ask any questions.
- 6. 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.