



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

Tel: 01473 625179 Email: enquiry@kesgravetowncouncil.org.uk

Finance and Governance Committee Meeting

To: Cllr K Archer
Cllr N Beecroft-Smith
Cllr A Comber
Cllr D Fairbrother
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden
Cllr B Patten

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 7 June 2021 at 7.15pm in the **Jubilee Room, Millennium Jubilee Hall (MJH), Millennium Way**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
2 June 2021

AGENDA

1. **Election of Committee Chairman** – to complete.
2. **Election of Committee Vice-Chairman** – to complete.
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 1 March 2021 – 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 30 April 2021** – to review and approve (copies attached).
9. **Receipts and Payments to 30 April 2021** – to review and approve (copies attached).
10. **Detailed Income and Expenditure to 31 March 2021 (20/21) and 30 April 2021 (21/22)** – to receive and review (copies attached).
11. **Trial Balance for April 2021** – for information only (copy attached).
12. **Use of General Reserves to fund Oak Meadow resurfacing** – to receive, consider and approve.
13. **Financial Regulation Policy 2021/22** (updated with NALC F02-21 revised Footnote 3 to regulation 11.1c page 16 only) – to re-approve with change (copy attached).
14. **Grant Requests;**
 - a. Fresh Start new beginnings – to review, consider and agree (paper attached).
 - b. Three Bears Playgroup – to review, consider and agree (paper attached).
15. **Full Review and Audit of KTC Policies** – to receive, consider and agree with proposed draft policies, along with processes for continued timely reviews of all policies. (Files attached).
16. **Draft KTC Business Plan** – to receive, consider and agree proposed draft document. (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 19 July 2021 at 7.15pm, Location TBC.
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. **Staff Appraisals 2020/21** – to receive an update and proposed recommendations from the Clerk following completion of appraisals for all members of staff.