



# Kesgrave Town Council

**Clerk: Mrs Joanna Abbott**

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

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

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## Finance and Governance Committee Meeting

To: Cllr A Athwall  
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 **online** via Microsoft Teams on **Monday 7 September 2020 at 7.15pm**.

Yours sincerely

*J Abbott*

Joanna Abbott  
Town Clerk  
2 September 2020

**NB:** If members of the public wish to attend the meeting, then please contact the office (details above) for a link to the meeting.

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## AGENDA

1. **Welcome and Apologies for Absence** – welcome and to receive and accept 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 6 July 2020 – to receive, consider and agree. (Copy attached).
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. **Bank Reconciliation** – to review and approve (copies attached).
7. **Receipts and Payments** – to review and approve (copies attached).
8. **Trial Balance for July 2020** – to review (copy attached).
9. **Detailed Income and Expenditure to 31 July 2020** – to receive and review (copy attached).
10. **Forecast Income and Expenditure Report for 2020/21** – to receive and review (copy attached).
11. **Financial Summary due to Covid19 for 2020/21** – to receive and review (copy attached).
12. **Budget Virements for 20/21** – to receive and review (copy attached).
13. **2021/22 Draft Budget** – to consider and discuss.
14. **KTC Policies** – to receive an update.
15. **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).
16. **Date of Next Meeting** – Monday 5 October 2020 at 7.15pm, online via Microsoft Teams.
17. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
  
18. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
19. **Confidential Minutes of the last Meeting** held on 6 July 2020 – to receive, consider and agree. (Copy attached).
20. **Staffing Matters** –
  - a. NALC Pay Scales 2020/21 – to discuss, consider and agree.