



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 N Beecroft-Smith
Cllr A Comber
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden

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 March 2022 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
2 March 2022

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 15 November 2021 – 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. **Detailed Income and Expenditure to 31 January 2022** – to receive and review (copies attached).
9. **Trial Balance for January 2022** – for review (copy attached).
10. **Grant Request from Fresh Start New Beginnings** – to receive and consider (paper attached).
11. **Office Photocopier/Scanner/Printer** – to receive and agree from the 3 examples provided (paper attached).

12. **KTC Policies** – to consider and agree the following – (copies attached).
 - a. Draft Internal Control Statement and Report for year ending 31 March 2022
 - b. Draft 2022/23 Risk Register
 - c. Draft International Audit Review and Plan for 31 March 2022
 - d. Draft Risk Assessment Folder front sheet 2022/23
 - e. Draft 2022/23 KTC Financial Regulations
13. **KTC Meeting Calendar 2022/23** – to consider and agree (copy attached).

14. **Councillor/RFO Audit Check** – to consider and agree Cllr and date(s).
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 16 May 2022 at 7.15pm, Council Chamber, Town Council office.
17. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.