

**KESGRAVE TOWN COUNCIL**  
**Finance and Governance Committee Minutes Part 1**  
**Minutes of the Meeting held on Monday, 23<sup>rd</sup> November 2015**

**Councillors Present:**

N Beecroft-Smith

R Bridgeman

A Comber

J Ogden (Chairman of Finance and Governance Committee)

G Lynch

P Mills

R Spittle

**In Attendance:**

Mrs D Jimpson (Business and Facilities Manager)

Mrs S Clements (Clerk to the Council)

Councillor B Crutchfield

1. **Apologies for Absence** – There were no apologies for absence.
2. **Declaration of Interests** – Councillors made various Declarations of Interest, (full details are in the Interest Book). Councillor Ogden declared non-pecuniary interests relating to Kesgrave Library and Kesgrave Scouts. Councillor Comber declared a pecuniary interest relating to the Town Council's ICT Services and non-pecuniary interests relating to Kesgrave Scouts, Kesgrave Market and Kesgrave News Magazine. Councillor Spittle declared a non-pecuniary interest under the item relating to the Youth Club.
3. **Minutes of the Last Meeting held on the 3<sup>rd</sup> August 2015** – These Minutes were received, considered and approved by the Committee.
4. **Clerks Report/Update** – There were no items.
5. **Audit Checks** - The Internal Independent Auditors Report, as presented by the Business and Facilities Manager was received, considered and agreed by the Committee.
6. **Budgetary Monitoring Report** – The details as presented by the Business and Facilities Manager were received and noted. Mrs Jimpson responded to various points of clarification. The Committee agreed to accept the details. (Voting was unanimous).

**2016/17 Draft Budget** - The details as presented by the Business and Facilities Manager were received, considered and agreed, subject to some small amendments and minor allocation of budget headings, including Open Spaces Analysis and fencing provision (from the Long Strops budget) and budget allocation for the Cemetery. The Committee agreed that £4,000 should be transferred from the Youth Club reserve for the next 3 years totalling £12,000. They agreed that because of this they would increase the amount for play equipment from £5,000 to £9,000 so that the overall budget stayed the same.

Other budget allocated funds, which the Committee agreed to add to the 2016 /17 Draft Budget, include an amount towards the proposed purchase of the Tesco Land of £10,000. A full and detailed discussion ensued. Following various points of clarification, (voting was unanimous). Mrs Jimpson was thanked by the Committee for her hard work in preparing these documents.

7. **Transfer of Reserve Funds** - The details as presented by the Business and Facilities Manager were received, considered and agreed. (Voting was unanimous).
8. **Bank Signatories** – The Committee considered and agreed that Mrs Jimpson be added as the Responsible Financial Officer (RFO).
9. **Resolution to exclude the Public under the Public Bodies** (Admission to Meetings) Act 1960 – The Committee resolved to close this part of the Meeting (Part 1) and in pursuant of the Public Bodies (Admission to Meetings) Act 1960, it agreed to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially for (Part 2) of this Meeting.

*There being no other business in part 1 of the Meeting, this part of the Meeting closed in order to facilitate Part 2 of the Meeting in confidence.*

*Councillor Crutchfield left the Meeting at this point.*

**Signed: Chairman.....Date.....**