



Kesgrave Town Council

Ferguson Way, Kesgrave, Ipswich, IP5 2FZ

Clerk: *Susan Clements*

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: Members of the Finance and Governance Committee

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, 21st May 2018 at 7.15pm** in the Council Chamber.

Yours sincerely

Susan Clements
Town Clerk
16th May 2018.

AGENDA

1. **Election of Chair** – (*The Chairman of the Council will take the Chair for this item*).
2. **Vice Chairman** – Following the Vote, the new Chairman will take the Chair for the item and the duration of this Meeting.
3. **Welcome and to Receive Apologies for Absence** – Welcome and to receive Apologies for absence.
4. **Declaration of Interests** – To receive, any interests, (these can be made at any point during the Meeting).
5. **Finance and Governance Committee Terms of Reference** – to note, following agreement at the Annual Town Council Meeting on the 14th May 2018.
6. **Minutes of the last Meeting** held on the 26th March 2018 – to receive, consider and agree.
7. **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.
8. **Members of the Public** – To welcome members of the public who may wish to speak or ask any questions.
9. **Grants** – To receive and consider any applications received.
10. **Bank Reconciliation** – to receive, review and approve. (Details Attached).



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11. **Replacement of Air Conditioning System – MJH** – to receive, consider and agree this repair work. (Quotation attached).
12. **Hire Income MJH** – to receive an update.
13. **Training** – in accordance with the Town Council's Policy, to formally review training for Councillors. (Policy attached. New Councillor Induction Policy to follow).
14. **Duration of Meetings/Standing Orders** – to review, consider and agree. (Currently 3 hours; suggested 2 hours per Meeting (often would equate to 4 hours per evening) and defer any business not covered).
15. **Items of Sufficient Urgency and Importance**
16. **Date of Next Meeting** – The next Meeting is on Monday 2nd July at 7.15pm in the Council Chamber of the Town Council Offices.
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 and the Press** – The Public Bodies (Admission to Meetings) Act 1960 – The Committee is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.
19. **National Joint Council (NJC) Agreement – 2018-2020** – The Committee is asked to consider and agree this agreement. (2% increases). (NALC – National Association of Local Councils and ALCC – Association of Local Council Clerks). (Details Attached).
20. **Finance and Governance & HR Committees** – to consider and agree how these two Committees will work together, going forward.
21. **Service Development Officer** – to receive a verbal update following the recruitment and selection process and interviews held on 18th May 2018.
22. **Town Council's Market** – The Committee is asked to;
 - To receive, consider and agree the next steps for the finance and governance matters of the Council's Market, including the formal three-monthly review, as stated in the current contract; (Formal contractor letter and SLA attached);
 - To receive, consider and agree the contractor's necessary and legal public liability insurance and agree reporting and marketing strategies;
 - To consider and agree the sealed tender process in accordance with other contractor arrangements;
 - To receive, consider and agree the Town Council Market consultant health check quotation. (In Budget). (Details attached);
 - To receive a verbal update from the Clerk following the Meeting on 16th May 2018 with the District Council's Economic Development Officer and the East Suffolk Markets initiatives.
23. **Youth Club**
 - **Thursday Evening** – to review, consider and recommend re; the new model/outsourcing and receive a verbal update following the Meeting with the Clerk and Orwell on 9th May 2018;
 - **Tuesday Evening** – to review, consider and recommend re; the proposed new model/outsourcing and receive a verbal update following the Meeting with the Clerk and Orwell on 9th May 2018.



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