

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 17th September 2018

Councillors:

D Fairbrother (*Chair of Committee*)
A Athwall
A Comber
G Lynch
R Spittle – arrived 7.35pm
N Beecroft-Smith (*Vice Chair of Committee*) (*apologies*)
S Fairbrother (*apologies*)
P Mills (*apologies*)

Officers present:

J Abbott
J Catling- Green

- 1. Welcome and to Receive Apologies for Absence** – The Chairman welcomed those present. Apologies for absence were received from Councillors Beecroft-Smith, Mills and S Fairbrother
- 2. Declaration of Interests** – None declared.
- 3. Minutes of the last Meeting** held on the 30 July 2018 – The Committee received, considered and agreed.
- 4. Clerks/Officer Report/Update** – No update.
- 5. Members of the Public** – 1 member of the public present.
- 6. Grants** – Suffolk Accident and Rescue Service grant of £250 agreed. Cancer Campaign for Suffolk have confirmed they have received further funding elsewhere, therefore the £500 applied for from the Town Council was agreed.
- 7. Bank Reconciliation** – Councillors received, considered and agreed.
- 8. Random payment check, and petty cash expenditure** – The petty cash expenditure breakdown was noted and agreed. It was also agreed for Councillor Comber to liaise with the RFO to agree a date/time to come in to the office for a 'random payment check' to be carried out.
- 9. Internal Controls** – The Chair requested for this deferred.
- 10. Training and Development** – The RFO has been on budget training at SALC.
- 11. Proposed Meeting - Residents Views on Town Council Expenditure** – Meeting to take place on Saturday 20th October 2018 with the Neighbourhood Plan engagement stall, which will be located at the Scout Hall from 9am-5pm and will run alongside the monthly Market in the morning.

12. Budget – to receive budget projection – The committee considered the budget report provided and made the following observations;

- To date no payment has been made to the Library. J Abbott will chase their report, so payment can be considered.
- Premises Budget - £490 spent therefore remaining funds of £210, expenditure to be clarified for next meeting.
- Discussion also took place on the budget for the PCSO, a provisional meeting for Wednesday 26 September at 6.15pm was agreed. This will be to agree any changes that may be included in the interim SLA agreement for 1 October 2018 to 31 March 2019 and this is based on the agreement being received from the Constabulary by 21 September.

13. Long Strop Reserves – The RFO requested this be deferred to the next meeting.

14. GDPR 2018 – Councillors – It was agreed that Mrs Jimpson, would be asked to look into where the office is in relation to GDPR. Councillor Lynch informed the group that GDPR training will be compulsory for all Councillors at East Suffolk.

15. Budget – bids from committees – The Chair requested another meeting for a 2018/19 budget overview. This was agreed for 29th October 2018 at 7.15pm.

16. Mayor, Deputy Mayor & Civic Office – This is to be included for comments at the public meeting on the 20th October 2018 as noted under item 11.

17. Chairs of Committees – the Chair requested for this to be deferred.

18. Items of Sufficient Urgency and Importance – None.

19. Date of Next Meeting – The next Meeting is on Monday 29 October at 7.15pm in the Council Chamber of the Town Council Offices.

20. Agenda Items for Next Meeting – None requested.

21. Resolution to exclude the Public and the Press – The member of the public left the meeting at this point (7.50pm).

Agenda items 22. and 23. were then discussed in the CONFIDENTIAL part of this meeting.