



Kesgrave Town Council

Ferguson Way, Kesgrave, Ipswich, IP5 2FZ

Telephone: (01473) 625179

Email: enquiry@kesgravetowncouncil.org.uk

Website: www.kesgravetowncouncil.org.uk

Finance and Governance Committee Meeting

To:

Councillor A Athwall	Councillor G Lynch
Councillor N Beecroft-Smith	Councillor P Mills
Councillor D Fairbrother	Councillor R Spittle
Councillor S Fairbrother	
Councillor A Comber	

Dear Councillors

Notice of Meeting

You are summoned to attend the next meeting of the Finance and Governance Committee which will take place on **Monday, 4 March 2019 at 7.15pm** in the Council Chamber.

Yours sincerely

J. Abbott

Joanna Abbott
Service Development Administrator
27 February 2019



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AGENDA

1. **Welcome and Apologies for Absence** – welcome and to receive 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 7 January 2019 – 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. **Internal Audit Review/Plan** – to receive and approve (copy attached).
9. **Risk Register and Assessments** – to receive and approve (copies attached).
10. **KTC Asset Register** – to receive and approve (copy attached).
11. **KTC Meeting Schedule 2019** – to receive and approve (copy attached).
12. **GDPR** – to receive any update.
13. **Grant Requests** – to receive and consider (copies attached).
 - a. Citizens Advice Bureau Felixstowe & District.
 - b. Fresh Start New Beginnings.
14. **Terms of Reference** – to receive, consider and agree.
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** – the next meeting is 'recommended' for Monday 3 June 2019 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 under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
19. **Confidential Minutes of the last Meetings** held on 7 January 2019 and 18 February 2019 – to receive, consider and agree. (Copy attached).
20. **Tuesday and Thursday Youth Club** - to receive, consider and agree current position.
21. **Staffing Matters** –
 - a. **Additional Hours for RFO (Responsible Financial Officer)** – to consider and agree.
 - b. **Caretakers** – to consider.
 - c. **Market Manager** – to consider.