



Kesgrave Town Council

Ferguson Way, Kesgrave, Ipswich, IP5 2FZ

Phone: (01473) 625179

Email: enquiry@kesgravetowncouncil.org.uk

Website: www.kesgravetowncouncil.org.uk

Finance and Governance Committee Meeting

To: Cllr K Archer
Cllr A Athwall
Cllr N Beecroft-Smith
Cllr A Comber
Cllr D Fairbrother
Cllr G Lynch
Cllr J Ogden

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, 2 September 2019 at 7.15pm** in the Council Chamber.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
28 August 2019



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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 July 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. **Summary of 2019 Approved Budget Report** – to consider budget setting process for the next financial year 2020/21 and to consider new projects/spends to update the budget plan.
9. **Payments Risk Assessment Form** – to receive, consider and approve controls in place for creditor payments, especially risks involving BACS payments. (form attached).
10. **Bank Signatories** – to receive an update.
11. **Card Reader Payments** – to receive an update and to agree the renaming of unused business account for the sole use of the card payments.
12. **Office Safe** – to receive an update.
13. **GDPR** – to receive an update and note information from ICO on use of personal email accounts and devices. (paper attached).
14. **KTC Policies** – to receive an update on the review of the Health & Safety Policy and the Publication Scheme.
15. **Office IT – use of Laptop by the Chairman at Meetings** – to review and consider.
16. **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).
17. **Date of Next Meeting** – Monday 11 November 2019 at 7.15pm in the Council Chamber of the Town Council offices.
18. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
19. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
20. **Confidential Minutes of the last Meeting** held on 15 July 2019 – to receive, consider and agree. (Copy attached).
21. **Staffing Matters** –
 - a. KTC Staff Restructure – to receive an update.
 - b. Staff Contracts – to receive an update.