



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

Tel: 01473 625179 Email: enquiry@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
Cllr B Patten

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 March 2020 at 7.15pm** in the Council Chamber.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
26 February 2020

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 13 January 2020 – 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. **Councillor/RFO Audit Check** – to consider and agree.
9. **Internal Audit Review/Plan** – to receive and approve (copy attached).
10. **Risk Register and Assessments** – to receive and approve (copies attached).
11. **KTC Asset Register** – to receive and approve (copy attached).
12. **KTC Meeting Schedule 2020/21** – to receive and approve (copy attached).
13. **Financial Regulations 2020/21** – to receive and approve (copy attached).
14. **KTC Policies** – to receive an update.
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** – Monday 1 June 2020 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 Meeting** held on 13 January 2020 – to receive, consider and agree. (Copy attached).
20. **Staffing Matters** –
 - a. Responsible Financial Officer (RFO) contracted hours – to consider and agree.
 - b. Estate Operatives Holiday – to consider and agree.
 - c. Contracts – to receive an update.
 - d. Youth Club – to receive an update.