



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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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 the next meeting of the Finance and Governance Committee which will take place **online** via Microsoft Teams on **Monday 6 July 2020 at 7.15pm.**

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
1 July 2020

AGENDA

1. **Welcome and Apologies for Absence** – welcome and to receive and accept apologies for absence.
2. **Chairman, Vice Chairman, and members of this Committee 2020/21** – to agree.
3. **Declaration of Interests** – to receive, any interests, (these can be made at any point during the meeting).
4. **Minutes of the last Meeting** held on the 2 March 2020 – to receive, consider and agree. (Copy attached).
5. **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.
6. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
7. **Bank Reconciliation** – to review and approve (copies attached).
8. **Receipts and Payments** – to review and approve (copies attached).
9. **Trial Balance for May 2020**– to review (copy attached).
10. **Detailed income and Expenditure to 31 May 2020** – to receive and review (copy attached).
11. **Summary Financial Report to 31 May 2020** – update on financial position (copy attached).
12. **KTC Policies** – to receive, consider and agree position following Covid-19.
13. **Bank Signatories** – to consider.
14. **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).
15. **Date of Next Meeting** – Monday 7 September 2020 at 7.15pm, location/format to be confirmed.
16. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.

17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
18. **Confidential Minutes of the last Meeting** held on 2 March 2020 – to receive, consider and agree. (Copy attached).
19. **Staffing Matters** –
 - a. Youth Club – to receive an update.