



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Finance and Governance Committee Meeting

To: Cllr A Athwall
Cllr N Beecroft-Smith
Cllr A Comber
Cllr D Fairbrother
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden
Cllr B Patten

Copy to: All Town Councillors

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 11 January 2021 at 7.15pm.**

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
6 January 2021

NB: If members of the public wish to attend the meeting, then please refer to our website for login details www.kesgravetowncouncil.org.uk

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 2 November 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. **Detailed Income and Expenditure to 8 December 2020** – to receive and review (copy attached).
9. **KTC Direct Debits/Standing Orders as of 1 January 2021** – for information (paper attached).
10. **MJH hire charges following lockdown** – to review, consider and agree.
11. **Grant request update from SARS** – to receive, consider and agree.
12. **Biffa Contract: to give notice to terminate in Sept 2021 (3 months after contract renewal date - June 2021)** – to receive consider and agree.
13. **2021/22 Draft Budget** – to review, discuss and agree (paper attached).
14. **KTC Policies** – to receive any 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 March 2021 at 7.15pm, online via Microsoft Teams.
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. **Staffing Matters** –
 - a. Incremental progression award/contract reviews - to receive, consider and agree.
 - b. Covid-19 Jan 2021 Lockdown – to receive an update.