



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 1 March 2021 at 7.15pm.**

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
24 February 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 11 January 2021 – 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 31 January 2021** – to receive and review (copy attached).
9. **Trial Balance for January 2021** – for information only (copy attached).
10. **Budget Virements to the 20/21 Budget** – to receive (copy attached).
11. **KTC Asset Register and Summary of Additions/Disposals for 20/21**– to receive and approve (copy attached).
12. **Internal Audit Review/Plan** – to receive and approve (copy attached).
13. **Risk Register and Assessments 2021/22**– to receive and approve (copies attached).
14. **Financial Regulations 2021/22** – to receive and approve (copy attached).
15. **Councillor/RFO Audit Check** – to discuss with the impact of Covid-19.
16. **KTC Meeting Schedule 2021/22** – to receive and approve (copy attached).
17. **KTC Policies** – to receive any update.
18. **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).
19. **Date of Next Meeting** – Monday 10 May 2021 at 7.15pm, Location TBC.
20. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.

21. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
22. **Confidential Minutes of the last Meeting** held on 11 January 2021 – to receive, consider and agree. (Copy attached).