



# Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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## Finance and Governance Committee Meeting

To: Cllr K Archer  
Cllr N Beecroft-Smith  
Cllr A Comber  
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 on Monday 19 July 2021 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

*J. Abbott*

Joanna Abbott  
Town Clerk  
14 July 2021

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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 7 June 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 30 June 2021** – to receive and review (copies attached).
9. **Trial Balance for June 2021** – for review (copy attached).
10. **Review of pricing for MSG Hire** – to receive, consider and agree.
11. **Review MJH Hire charges from September 2021** – to review, consider and agree.
12. **VAT on Business Supplies** – to review and discuss updated information provided by the RFO.
13. **Grant Requests;**
  - a. Fresh Start new beginnings – to review, consider and agree the additional information (paper attached).
  - b. Kesgrave Community Enterprises (forget me not café) – to review, consider and agree (paper attached).
  - c. The Birches Medical Centre – to review, consider and agree (paper attached).
14. **KTC Policies** – to receive an update.
15. **Draft KTC Business Plan** – to receive an update.
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 6 September 2021 at 7.15pm, Council Chamber, Town Council office.
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 7 June 2021 – to receive, consider and agree.
21. **Staffing Matters** –
  - a. Appraisals 2020/21 – to receive, consider and agree the proposed recommendations following a full review.
  - b. Resignation – to receive and review.