

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 7 March 2022 (held at the KTC Council Chamber)

Councillors present:

Cllr N Beecroft-Smith

Cllr A Comber

Cllr R Gibson (*F&G Chairman*)

Cllr G Lynch

Cllr J Ogden

Officers present:

J Abbott – Town Clerk

A Dougall - Responsible Financial Officer (RFO)

- 1. Welcome and Apologies for Absence** – Cllr Gibson welcomed those present. No apologies.
- 2. Declaration of Interests** – none
- 3. Minutes of the last Meeting** held on the 15 November 2021, the Committee received, considered and all agreed following the vote.
- 4. Clerks/Officer Report/Update** – J Abbott reported that the NJC pay award from 1 April 2021 to 31 March 2022 of a 1.75% increase has been agreed. All staff will receive this pay award, along with backpay to 1 April 2021, in the March 2022 salary. The Council is now registered to Parish Online on a free 30-day trial. This is mapping software enabling the viewing and printing of maps with different layers. This will help with climate, conservation and C&R initiatives as it will show POS, land ownership, bins, streetlights etc. on a central map, and can also be available for public viewing. External companies may be able to provide geo-mapping for the Cemetery to map all burial sites. The annual subscription fee is £450 (net) payable from March 2022.
- 5. Members of the Public** – none present.
- 6. Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 31 January 2022. Bank statement balances as at 31/01/2022 were £10,989.09 (current account) and £623,516.06 (savings account). Councillors received, considered and all agreed following the vote.
- 7. Receipts and Payments** – A Dougall presented accounts for January 2022. These were received, considered, and agreed following the vote.
- 8. Detailed Income and Expenditure to 31 January 2022** – A Dougall presented the report. The report was received, considered, and agreed following the vote.
- 9. Trial Balance for January 2022** – Councillors reviewed and all agreed following the vote.
- 10. Grant Request from Fresh Start New Beginnings** – It was noted that the Council had approved a previous grant of £250 in July 2021 to help towards the running costs. It was agreed following the vote, that the request be considered in the next financial year.

11. **Office Photocopier/Scanner/Printer** – Cllr Comber presented 3 options for a suitable replacement for the main office printer, explaining that the current HP printer was not printing the colour correctly on the outside margins, after replacing the cleaning head etc. Option 2 – Xerox VersaLink was agreed as the best option and the cost for black & white copies was the lowest. All agreed to purchase, following the vote.

12. **KTC Policies** – A Dougall presented the following updated policies:-

- a. **Draft Internal Control Statement and Report for year ending 31 March 2022** – the model policy from SALC has been updated for use by KTC. It provides a useful tool for Councillors to ensure the effectiveness of the internal controls and a formal record of what checks have been made, e.g., some checks are made regularly at the Council meetings (bank reconciliations, authorised payments etc).
- b. **Draft 2022/23 Risk Register** – date changes only.
- c. **Draft Internal Audit Review and Plan for 31 March 2022** – date changes only.
- d. **Draft Risk Assessment Folder front sheet 2022/23** – date changes only.
- e. **Draft 2022/23 KTC Financial Regulations** – updates to section 11 (page 16) notes 2 and 3.

All agreed following the vote to recommend approval by Full Council.

Other policies discussed (not attached): -

- **Standing Orders 2022/23** – legal changes only to section 18 page 12 (f) and (g)
- **Terms of Reference** – date changes only
- **Investment Policy and Strategy** – link included under section 1.3 for the current guidance on local government investments to replace inclusion in an appendix (16 pages).

All agreed following the vote to recommend approval by Full Council as changes only for legal updates/link to Government website.

13. **KTC Meeting Calendar 2022/23** – J Abbott presented the report. It will be revised from March 2023 to allow for the Suffolk local elections being held in May 2023.

14. **Councillor/RFO Audit Check** – Cllr Gibson agreed to complete an internal audit check on the office finances. All agreed following the vote.

15. **Other/Urgent Communications** – J Abbott gave an update on the KTC owned streetlights. SCC have been asked to provide a quote to replace all KTC owned lights with LED's and any repair works, e.g., replace brackets/control circuits. Initial estimate £28,000, but more likely £38,000 with extra repairs. The energy saving LED lights will benefit the environment and the quote will be forwarded to Full Council when received.

16. **Date of Next Meeting** – Monday 16 May 2022 at 7.15pm, Council Chamber, Town Council office.

17. **Agenda Items for Next Meeting** – none.

The meeting finished at 7.47 pm

Chairman.....

Date.....