



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Finance and Governance Committee Meeting

To: Cllr N Beecroft-Smith
Cllr A Comber
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden

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 June 2023 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
13 June 2023

AGENDA

1. **Election of Chairman for this Committee** – to agree.
2. **Election of Vice Chairman for this Committee** – to agree.
3. **Welcome and Apologies for Absence** – welcome and to receive and accept apologies for absence.
4. **Declaration of Interests** – to receive, any interests, (these can be made at any point during the meeting).
5. **Minutes of the last Meeting** held on the 6 March 2023 – to receive, consider and agree. (Copy attached).
6. **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.
7. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
8. **Bank Reconciliation for March 2023 and April 2023** – to review and approve (copy attached).
9. **Receipts and Payments for April 2023** – to review and approve (copies attached).
10. **Detailed Income and Expenditure 31 March 2023 and April 2023** – to receive and review (copies attached).
11. **Trial Balance for March 2023 and April 2023** – for review (copy attached).
12. **Annual Accounts year ended 31 March 2023:-**
 - a. Internal Audit Report 2022-23 – to receive year-end Internal Audit report and any responses to recommendations.
 - b. Annual Return 2022-23 (AGAR Form 3) – for discussion only (AGAR with supporting documents (as listed below) to be approved by Full Council).
 - Supporting Statement for the year ended 31 March 2023
 - Balance Sheet as of 31 March 2023
 - Income & Expenditure Account for the year ended 31 March 2023
 - Summary of Performance against Budget for 22/23 – for information only
 - S137 Report - for information only
 - Earmarked Reserves as of 31 March 2023 – for information only
 - Supporting documents for the External Auditor:-
 - Explanation of any significant variances in section 2
 - Reconciliation between Box 7 and Box 8 in section 2
 - Reserves reconciliation for the Annual Return 31 March 2023
 - Bank: Cash and Investment reconciliation as of 31 March 2023
13. **Asset and Inventory Registers as of 31 March 2023** – for review (copy attached).
14. **CIL Reports as of 31 March 2023** (report for website and summary report) – for information.
15. **KTC Policies** – to consider and agree the following (copies attached).
 - a. KTC Safeguarding Policy
 - b. KTC Community Engagement Strategy
 - c. KTC Complaints Policy & Procedure
 - d. KTC Data Protection Policy (CCTV)
 - e. KTC Data Protection Policy (General)
 - f. KTC Document and Electronic Data Retention Policy
 - g. KTC Email, Internet etc Policy and Procedure
 - h. KTC Environmental Policy
 - i. KTC Equality, Diversity and Dignity at Work Policy
 - j. KTC Expenses Policy & Procedure
 - k. KTC Fast Food Vendor Policy
 - l. KTC General Privacy Notice
 - m. KTC Grant Approval Policy and Procedure

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- n. KTC Investment Policy and Strategy
 - o. KTC Land Acquisition and Adoption Policy
 - p. KTC Lawn Cemetery Policy
 - q. KTC Memorials Policy
 - r. KTC New Councillor Induction Policy
 - s. KTC Notice Board Policy
 - t. KTC Privacy Policy
 - u. KTC Public Participation in Council Meetings Policy
 - v. KTC Resignation and Co-option to Casual Vacancies
 - w. KTC Social Media Policy
 - x. KTC Training and Development Policy
 - y. KTC Transparency Code
- 16. Grant Requests** – to review and consider the following:
- a. Brave Futures – formerly Fresh Start New Beginnings (grant application attached).
- 17. 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).
- 18. Date of Next Meeting** – Monday 4 September 2023 at 6.15pm in the Council Chamber, Town Council Offices.
- 19. Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
- 20. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
- 21. Staffing Matters** –
- a. **staff appraisals and pay reviews** – to receive and agree.