

# KESGRAVE TOWN COUNCIL

## **Minutes of the Finance and Governance Committee meeting, held on 2 October 2023 at the Town Council office**

### **Councillors present:**

Cllr N Beecroft-Smith

Cllr A Comber

Cllr R Gibson

Cllr G Lynch

Cllr J Ogden

### **Officers present:**

J Abbott – Town Clerk

1. **Welcome and Apologies for Absence** – Cllr Ogden welcomed all those present.
2. **Declaration of Interests** – Cllr A Comber, agenda items 7 and 11 - Scout Leader, and Director of RFC, non-pecuniary. Cllr J Ogden, agenda items 7 and 11 - Scout Leader, non-pecuniary.
3. **Minutes of the last Meeting** held on the 4 September 2023, the Committee received, considered and agreed following the vote.
4. **Clerks/Officer Report/Update** – J Abbott confirmed receipt of Citizens Advice East Suffolk's Annual report for 2022/23, which has been circulated via email. Cllr Ogden suggested we may wish to consider providing annual grants for a set period to certain groups and charities like Citizens Advice. J Abbott asked if the committee wished to make a donation to the Poppy Appeal, it was agreed for a donation of £200 to be made.
5. **Members of the Public** – none present.
6. **Bank Reconciliation for August 2023** – These were received, considered and agreed following the vote.
7. **Receipts and Payments for August 2023** – These were received, considered and agreed following the vote.
8. **External Auditor Report for year-ended 31 March 2023 by PKF Littlejohn LLP** – The report was noted, and the Chair gave thanks to the RFO for all her hard work.
9. **Notice of conclusion of Audit for 2022\_23** – noted and completed to set time scale.
10. **Forecast Year-end Income and Expenditure Report for 2023/24** – the report was received, considered and agreed following the vote.
11. **2024/25 Draft Budget (version 1)** – the committee reviewed the first draft and made the following comments / recommendations:

- Review Grant budget: with a view to possibly supporting certain charities / groups on a 3yr term or on a similar basis to Kesgrave Library.
- Review legal fees/costs budget.
- For the C&R Committee Chair with the Clerk and Events & Estates Manager to provide a full review of all C&R budgets.
- Review social media budget.

The committee also had a lengthy discussion around how the Town Council will have to consider a substantial budget increase to allow them to take more ownership and responsibility for carrying out works in the town, which was the responsibility of other authorities like SCC Highways. Such as road sign cleaning, verge maintenance (weed treatment etc.).

12. **Report on the VAT Exempt Services at the MJH** – the committee noted and agreed with the report, following the vote this was accepted.
13. **Grant Request: Lighthouse Woman’s Aid** – The committee reviewed the grant application, Cllr Lynch proposed a grant of £300, this was seconded by Cllr Gibson and following the vote agreed.
14. **Other/Urgent Communications** – none.
15. **Date of Next Meeting** – Monday 13 November 2023 at 7.15pm in the Council Chamber, Town Council Offices.
16. **Agenda Items for Next Meeting** – none.
17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – none present.
18. **Confidential Minutes of the last Meeting held on 4 September 2023** – the Committee received, considered and agreed following the vote.

the meeting finished at 7.59pm

Chairman.....

Date.....