



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

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
27 September 2023

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 4 September 2023 – 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 for August 2023** – to review and approve (copy attached).
7. **Receipts and Payments for August 2023** – to review and approve (copies attached).
8. **External Auditor Report for year-ended 31 March 2023 by PKF Littlejohn LLP** – to receive and note (details attached).
9. **Notice of conclusion of Audit for 2022_23** – to receive and note (details attached).
10. **Forecast Year-end Income and Expenditure Report for 2023/24** – to review and approve (copy attached).
11. **2024/25 Draft Budget (version 1)** – to consider and discuss (copy attached).
12. **Report on the VAT Exempt Services at the MJH** - to review and approve (copy attached).
13. **Grant Request: Lighthouse Woman’s Aid** – to review and consider (grant application attached).
14. **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).
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** – to consider any matters that members would like to discuss at the next meeting.
17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960**
- to consider and agree.
18. **Confidential Minutes of the last Meeting held on 4 September 2023** – to receive, consider and agree.