

KESGRAVE TOWN COUNCIL

Minutes of the Finance and Governance Committee meeting, held on 4 March 2024 at the Town Council office

Councillors present:

Cllr A Comber
Cllr G Lynch
Cllr J Ogden (Chair)

Officers present:

J Abbott – Town Clerk
A Dougall - Responsible Financial Officer (RFO)

1. **Welcome and Apologies for Absence** – Cllr Ogden welcomed all those present, apologies received from Cllr Beecroft-Smith (personal) and Cllr Gibson (personal), following the vote they were accepted.
2. **Declaration of Interests** – Cllr A Comber, agenda items 7 and 8 - Scout Leader, and Director of RFC, non-pecuniary. Cllr J Ogden, agenda items 7 and 8 - Scout Leader, non-pecuniary.
3. **Minutes of the last Meeting** held on the 8 January 2024, the Committee received, considered and agreed following the vote.
4. **Clerks/Officer Report/Update** –
J Abbott reported: -
 - Thank you for grants have been received from DAS, Lighthouse Woman's Aid, Royal British Legion and Suffolk Headway.
 - 1st Kesgrave Scout Group Board have provided advanced notice of the increase hire charge for both Kesgrave Scout Halls by Kesgrave Market from 1 September 2024 to £12.00 per hour (from £11.50ph).
5. **Members of the Public** – none present.
6. **Bank Reconciliation to 31 January 2024** – These were received, considered and agreed following the vote.
7. **Receipts and Payments for January 2024** – These were received, considered and agreed following the vote.
8. **Detailed Income and Expenditure to 31 January 2024** – The report was received and agreed.
9. **Trial Balance for January 2024** – The Committee reviewed and noted the report.
10. **Flagstone Application** – A Dougall confirmed that the application was still being processed by Flagstone, having answered additional questions requested by the Applications Team. All agreed, following the vote, for A Dougall to request that all named individuals have read-only access once the account is approved.

11. **Review charges to hire football pitches/services at MSG & MJH** – J Abbott explained that the price list for the MSG has not been reviewed since 2021/22. It was proposed that the hire charge be increased by 10% to cover increased maintenance costs by external contractor, pitch markings, inflation etc. The price should be reviewed annually. All agreed, following the vote.
12. **Grant Request:**
a. **Citizens' Advice East Suffolk** – The committee reviewed the grant application and recognised the increasing value to Kesgrave residents. It was proposed to award a grant of £800 towards a laptop and running costs of the service. All agreed, following the vote.
13. **KTC Policies** – J Abbott highlighted the following amendments: -
a. DRAFT KTC Financial Regulations 2024/25
- 6.13 An additional back-up on a memory stick will be made annually for financial data.
- 9.3 The Council will review all fees and charges in line with policies.
- 9.8 VAT submitted quarterly.
- 11.1 (footnote) Procurement thresholds updated with NALC January 2024 revised thresholds.
b. DRAFT KTC Standing Orders 2024/25 – no amendments, apart from dates.
c. DRAFT KTC Terms of Reference 2024/25 – no amendments, apart from dates.
All agreed in favour to recommend the amended policies at the next Full Council meeting.
14. **Other/Urgent Communications** – none
15. **Date of Next Meeting** – Monday 3 June 2024 at 7.15pm in the Council Chamber, Town Council Offices.
16. **Agenda Items for Next Meeting** – Cllr Lynch requested an agenda item to discuss whether funds should be assigned to a new disaster fund to allow immediate access in emergency situations.
17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – none present.

Agenda item 18 was then discussed in the CONFIDENTIAL part of this meeting.

this part of the meeting finished at 7.40pm

Chairman.....

Date.....