



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

Tel: 01473 625179 Email: enquiry@kesgravetowncouncil.org.uk

Finance and Governance Committee Meeting

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

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 3 June 2024 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
24 May 2024

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 4 March 2024 – 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 2024** – to review and approve (copy attached).
9. **Receipts and Payments for March 2024** – to review and approve (copies attached).
10. **Detailed Income and Expenditure to 31 March 2024** – to receive and review (copies attached).
11. **Trial Balance for March 2024** – for review (copy attached).
12. **Annual Accounts year ended 31 March 2024** –
 - a. Internal Audit Report 2023-24 – to receive year-end Internal Audit report and any responses to recommendations.
 - b. Annual Return 2023-24 (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 2024
 - Balance Sheet as of 31 March 2024
 - Income & Expenditure Account for the year ended 31 March 2024
 - Summary of Performance against Budget for 23/24 – for information only
 - S137 Report - for information only
 - Earmarked Reserves as of 31 March 2024 – 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 2024
 - Bank: Cash and Investment reconciliation as of 31 March 2024
13. **Asset and Inventory Registers as of 31 March 2024 (with March amendments)** – for review (copy attached).
14. **CIL Reports as of 31 March 2024** (report for website and summary report) – for information.
15. **Flagstone Saving Account** – to receive an update and review.
16. **Grant Request:**
 - a. Kesgrave Kestrels Football Club – to review and re consider (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 2 September 2024 at 7.15pm 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.

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20. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
 21. **CCTV at Cedarwood Green (MUGA)** – to review (paper attached).