



# Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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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  
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 2 September 2024 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

*J. Abbott*

Joanna Abbott  
Town Clerk  
21 August 2024

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## 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 March 2024 – 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 July 2024** – to review and approve (copy attached).
7. **Receipts and Payments for July 2024** – to review and approve (copies attached).
8. **Detailed Income and Expenditure to 31 July 2024** – to receive and review (copies attached).
9. **Trial Balance for July 2024** – for review (copy attached).
10. **Flagstone Deposit Account** – updated procedures and summary flowchart for information only
11. **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).
12. **Date of Next Meeting** – Monday 14 October 2024 at 7.15pm in the Council Chamber, Town Council Offices.
13. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
  
14. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
  
15. **Confidential Minutes of the last Meeting** held on 4 March 2024 – to receive, consider and agree (copy attached).
16. **Staffing Matters, annual leave request** – to receive and consider.