



# 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  
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 March 2025 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

*J. Abbott*

Joanna Abbott  
Town Clerk  
26 February 2025

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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 11 November 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 to 31 January 2025** – to review and approve (copy attached).
7. **Receipts and Payments for January 2025** – to review and approve (copies attached).
8. **Detailed Income and Expenditure to 31 January 2025** – to receive and review (copies attached).
9. **Trial Balance for January 2025** – for review (copy attached).
10. **Flagstone Deposit Account** – update for information.
11. **New KTC Grant Policy (Draft)** – to consider and approve (copy attached).
12. **Grant Requests** –
  - a. Footsteps, Walking with You – to receive an update from the clerk.
  - b. Headway Suffolk (application form attached).
13. **Just42 Service Level Agreement (Draft)** – to consider and approve (copy attached).
14. **KTC Policies** – to consider and agree the following (copies attached)
  - a. Draft KTC Standing Orders 2025/26
  - b. Draft KTC Terms of Reference 2025/26
15. **KTC Website; maintenance update review** – to consider.
16. **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).
17. **Date of Next Meeting** – Monday 2 June 2025 at 7.15pm in the Council Chamber, Town Council Offices.
18. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
19. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
20. **Confidential Minutes of the last Meeting** held on 11 November 2024 – to receive, consider and agree (copy attached).
21. **Staffing Matters** –
  - a. Market Coordinator hours – to receive and agree.