



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: All members of the Finance and Governance Committee

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

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
28 May 2025

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 3 March 2025 – 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 2025** – to review and approve (copy attached).
9. **Receipts and Payments for March 2025** – to review and approve (copies attached).
10. **Detailed Income and Expenditure to 31 March 2025** – to receive and review (copies attached).
11. **Trial Balance for March 2025** – for review (copy attached).
12. **Annual Accounts year ended 31 March 2025** –
 - a. Internal Audit Report 2024-25 – to receive year-end Internal Audit report.
 - b. Annual Return 2024-25 (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 2025
 - Balance Sheet as of 31 March 2025
 - Income & Expenditure Account for the year ended 31 March 2025
 - Summary of Performance against Budget for 24/25 – for information only
 - S137 Report - for information only
 - Supporting documents for the External Auditor:
 - i. Explanation of any significant variances in section 2
 - ii. Reconciliation between Box 7 and Box 8 in section 2
 - iii. Bank: Cash and Investment reconciliation as of 31 March 2025
 - iv. Reserves reconciliation for the Annual Return 31 March 2025
13. **CIL Reports as of 31 March 2025 (report for website and summary report)** – for information.
14. **Flagstone Saving Account (3 maturing accounts to consider)** – to review and approve (copies attached).
15. **Local Council Award Scheme Proposal** – to consider and agree (paper attached).
16. **Grant Requests** –
 - a. Brave Futures – (application form attached).
 - b. CAS East Suffolk – (application form attached).
17. **KTC Policies** – to consider and agree the following (paper attached)
 - a. updated KTC Standing Orders 2025/26
 - b. Code of Conduct
 - c. Biodiversity (new)
 - d. Complaints & Procedure
 - e. Confidentiality Policy (new)
 - f. Data Protection (use of CCTV)
 - g. Data Protection (General)
 - h. Document and Electronic Data Retention
 - i. Email, Internet etc. Procedure
 - j. Environmental
 - k. Equality, Diversity and Dignity at Work

-
- l. Expenses & Procedure
 - m. Health & Safety at Work (new)
 - n. Investments & Strategy
 - o. Land Acquisition & Adoption
 - p. Lawn Cemetery
 - q. Memorials
 - r. New Councillor Induction
 - s. Noticeboard
 - t. Privacy Notice (re named-was General Privacy Notice)
 - u. Public Participation in Council meetings
 - v. Resignation and Co-option to Casual Vacancies
 - w. Safeguarding Procedure
 - x. Social Media
 - y. Training & Development
 - z. Transparency Code
 - a1. Vehicle
 - b1. Website Privacy (re named-was Privacy Policy)

- 18. 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).
- 19. Date of Next Meeting** – Monday 15 September 2025 at 7.15pm in the Council Chamber, Town Council Offices.
- 20. Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
- 21. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
- 22. Confidential Minutes of the last Meeting** held on 3 March 2025 – to receive, consider and agree (copy attached).