

KESGRAVE TOWN COUNCIL

Minutes of the Finance and Governance Committee meeting, held on 2 June 2025 at the Town Council office

Councillors present:

Cllr N Beecroft-Smith

Cllr R Gibson

Cllr G Lynch

Cllr J Ogden

Cllr A Skinner

Officers present:

J Abbott – Town Clerk

A Dougall - Responsible Financial Officer (RFO)

1. **Election of Chair for this Committee** – Cllr Ogden (Chair for 2024/25) asked if any members wished to put themselves forward for Chair of the F&G Committee for 2025/26. Cllr Gibson proposed Cllr Ogden, and this was seconded by Cllr Skinner, Cllr Ogden accepted the nomination and following the vote this was unanimously agreed.
2. **Election of Vice Chair for this Committee** – The Chair, Cllr Ogden asked if any members wished to put themselves forward for Vice-Chair of the F&G Committee for 2025/26. Cllr Lynch proposed Cllr Gibson, and this was seconded by Cllr Beecroft-Smith, Cllr Gibson accepted the nomination and following the vote this was unanimously agreed.
3. **Welcome and Apologies for Absence** – Cllr Ogden welcomed all those present, apologies received from Cllr Comber, reason - personal and Cllr Cook, reason – personal, following the vote these were accepted.
4. **Declaration of Interests** – Cllr Ogden, agenda item 9 – Scout Leader, non-pecuniary.
5. **Minutes of the last Meeting** held on the 3 March 2025, the Committee received, considered and agreed following the vote.
6. **Clerks/Officer Report/Update** –
 - J Abbott has received thanks from Just42 for the grant and confirmed the Service Level Agreement has been signed and completed for 2025/26. Further updates for the website upgrade/.Gov.uk email domain will be provided at the next Full Council.
 - Cllr Ogden confirmed that he completed an internal financial review of the Flagstone Deposit Account on 14 May 2025, concluding that the administrative process was robust, well documented and had no concerns.
7. **Members of the Public** – none present.
8. **Bank Reconciliation for March 2025** – These were received, considered and agreed following the vote.
9. **Receipts and Payments for March 2025** – These were received, considered and agreed following the vote.

10. **Detailed Income and Expenditure to 31 March 2025** – The report was received and reviewed.
11. **Trial Balance for March 2025** - The Committee reviewed and noted the report.
12. **Annual Accounts year ended 31 March 2025:-**
- Internal Audit Report 2024-25 – the year-end Internal Audit report was reviewed. Comments were noted with no action points to address. It was agreed that interest on the deposit accounts would be recorded when actually received to avoid errors and miscalculations. Interest earned on matured accounts and instant access accounts (as interest received on a daily basis) have been included on the accounts to 31 March 2025. All accepted and agreed following the vote.
 - Annual Return 2024-25 (AGAR Form 3) – A Dougall presented the Annual Return (AGAR) along with the supporting documents as listed below. Each document was reviewed, it was agreed to make 4 wording changes to the Summary of Performance against Budget report.
 - 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 – 4 word changes to be made.
 - S137 Report
 - Supporting documents for the External Auditor:-
 - Explanation of any significant variances in section 2
 - Reconciliation between Box 7 and Box 8 in section 2
 - Bank: Cash and Investment reconciliation as of 31 March 2025
 - Reserves reconciliation for the Annual Return 31 March 2025
- It was agreed that the figures were correctly transposed onto the AGAR return and to recommend for approval by Full Council at the next meeting 30 June 2025.
13. **CIL Reports as at 31 March 2025 (report for website and summary report)** – A Dougall explained that the summary report was a working document used for decision making, provided to the committee for information only. The report for the website was agreed to be presented at the next Full Council meeting for approval.
14. **Flagstone Savings Account (3 maturing accounts to consider)** – Cllr Gibson provided a report in response to the summary document provided by A Dougall for the 3 maturing accounts. Recommendations to deposit £250,000 into the National Bank of Egypt (UK) Ltd (fixed 12 months 4.12%), Transfer £150,000 from Hampshire Trust Bank Instant Access account (for a higher interest rate) into a new deposit with Aldermore (fixed 12 month 4.05%) with the balance held in the Holding Account (£75,000 plus interest). Cllr Gibson confirmed that these banks are registered in the UK and therefore fall within the criteria of the KTC Investment Policy. Cllr Gibson proposed, seconded by Cllr Skinner, to proceed with these recommendations as per the report and review the balance in the Active Saver account in the September meeting. All agreed, following the vote.
15. **Local Council Award Scheme Proposal** – Cllr Gibson presented his report summarising the details of the scheme and strategy for KTC. All agreed, following the vote, to proceed with the Bronze standard in September 2025, then Silver possibly 2026/27 subject to the completion of the Clerk qualification (Cilca).
16. **Grant Requests –**
- Brave Futures** – The committee reviewed the grant application. Cllr Lynch recognised that the charity is a worthwhile and good cause but proposed, seconded by Cllr Skinner, not to provide a grant as KTC already support youth provision in Kesgrave and there was

little evidence to show that Kesgrave residents were supported. All agreed, following the vote, not to fund this application.

- b. **CAS East Suffolk** – The committee reviewed the grant application. Cllr Gibson proposed, seconded by Cllr Lynch, to recommend a Service Level Agreement be agreed for the longer term, to help support Kesgrave residents. J Abbott to liaise with CAS and also confirm the incremental costs for second/subsequent sessions. All agreed, following the vote.

- 17. KTC Policies** – Cllr Gibson has reviewed all the policies due for review stating all amendments/comments in his summary report. Cllr Lynch, seconded by Cllr Gibson, proposed to change the review dates from 2 June 2025 to 2 June 2028, subject to any change in legislation or review if needed before 3 years, all agreed following the vote. Comments, following discussion, are included below.

- a. updated KTC Standing Orders 2025/26 – minor amendments as per NALC updates. To be reviewed annually.
- b. Code of Conduct – work in progress. Civility and Respect pledge agreed at the ATM should be referenced.
- c. Biodiversity (new) – new policy needed for the Bronze Award
- d. Complaints & Procedure
- e. Confidentiality Policy (new)
- f. Data Protection (use of CCTV) – Assuming CCTV at Pump Track
- g. Data Protection (General)
- h. Document and Electronic Data Retention – Cllr Gibson to check ICO legislation to confirm the retention period of CCTV images. Item 7 = 30 days.
- i. Email, Internet etc. Procedure - emails sent to any non-related persons should be 'bcc' to avoid GDPR breach.
- j. Environmental
- k. Equality, Diversity and Dignity at Work
- l. Expenses & Procedure – NALC removed procedures for councillors. Current wording to be retained until confirmation guidance is received. Wording should be changed to only include gifts greater than £50.
- m. Health & Safety at Work (new)
- n. Investments & Strategy
- o. Land Acquisition & Adoption
- p. Lawn Cemetery – should be held in perpetuity not 50 years. Review rates – dates should be the same.
- 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 – includes vaping with smoking.
- b1. Website Privacy (re named-was Privacy Policy)

Cllr Gibson proposed, seconded by Cllr Beecroft-Smith, to accept these amendments. All agreed, following the vote and thanked Cllr Gibson for all the hard work to complete this policy update.

- 18. Other/Urgent Communications** – None.
- 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** – Councillors should attend training for Cyber security etc.
- 21. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – none present.

22. **Confidential Minutes of the last Meeting held on 3 March 2025** - the Committee received, considered and agreed following the vote.

The meeting finished at 8.36 pm

Chairman.....

Date.....