



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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

Yours sincerely

J. Abbott

Joanna Abbott

Town Clerk

10 September 2025

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 2 June 2025 – 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 2025** – to review and approve (copy attached).
7. **Receipts and Payments for July 2025** – to review and approve (copies attached).
8. **Detailed Income and Expenditure to 31 July 2025** – to receive and review (copies attached).
9. **Trial Balance for July 2025** – for review (copy attached).
10. **Citizens Advice East Suffolk Service Level Agreement (SLA) April 2026** – to consider and agree (draft agreement attached).
11. **KTC Website review / upgrade, incorporating domain upgrade to .gov.uk** – to receive a report from Cllr Beecroft-Smith.
12. **KTC Policies** –
 - a. Publication Scheme – to agree (paper attached)
 - b. IT Policy – to consider for KTC (SALC template attached)
13. **Land for Auction, Land at back of 10 Quebec Drive, Kesgrave** – to review and consider KTC purchase.
14. **KTC Budget 2026/27** – to note any suggested requirements for the first draft of the 26/27 budget.
15. **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).
16. **Date of Next Meeting** – Monday 13 October 2025 at 7.15pm in the Council Chamber, Town Council Offices.
17. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.