

KESGRAVE TOWN COUNCIL

Minutes of the Finance and Governance Committee meeting, held on 13 October 2025 at the Town Council office

Councillors present:

Cllr N Beecroft-Smith
Cllr A Comber
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden (*Chair*)

Officers present:

J Abbott – Town Clerk
A Dougall - Responsible Financial Officer (RFO)

1. **Welcome and Apologies for Absence** – Cllr Ogden welcomed all those present.
2. **Declaration of Interests** – Cllr Ogden, agenda item 7 – Scout Leader, non-pecuniary. Cllr Comber, agenda item 7 – Scout Leader and RFC Director, non-pecuniary.
3. **Minutes of the last Meeting** held on the 15 September 2025, the Committee received, considered and agreed following the vote.
4. **Clerks/Officer Report/Update** – None to report.
5. **Members of the Public** – none present.
6. **Bank Reconciliation for September 2025** – These were received, considered and agreed following the vote.
7. **Receipts and Payments for September 2025** – These were received, considered and agreed following the vote.
8. **Detailed Income and Expenditure to 30 September 2025** – The report was received and reviewed.
9. **KTC Grant Policy** – J Abbott presented the revised draft policy with amendments aimed to simplify the process for agreeing grants. Following discussion, it was agreed to the following changes: -
 - Eligible costs – not to specify a limit but add that the Council will not normally consider a grant over £2,000 for one-off grants.
 - The grant should be spent within 12 months of receipt.
 - No repeat funding in any financial year.

All agreed, following the vote, to recommend this draft with the agreed changes to Full Council.

10. **KTC Training and Development Policy, Record Log and Budget Requirements** – Cllr Gibson explained that the training and development policy should comply with the Local Councillor Award

scheme. As stated in the policy (section 11), all Councillors to be encouraged to complete a record of training as per the example presented and complete more training where there are gaps in knowledge. Any skills gap could be reviewed by each committee. The form should be completed annually to comply with the award scheme. Training helps improve skills to carry out duties, e.g., Cyber security, IT, GDPR and the Clerk regularly emails details of training opportunities. Cllr Lynch suggested training sessions to be included within Full Council meetings carried out by visiting speakers or using Teams. All agreed, following the vote, to recommend this revised draft policy to Full Council.

11. **Kesgrave Town Award Recognition Scheme** – Cllr Gibson presented a report to introduce this new initiative to help improve community engagement, suggesting a budget of £2,000 for 2026/27 to implement. Following discussion, it was agreed to the following amendments: -
- Eligibility – Nominees can include anyone who lives or works in Kesgrave or volunteers for the Kesgrave community, i.e. not necessarily residing in Kesgrave.
 - Categories (b) Young person – change to ‘up to 19 years’.
 - Categories (a) and (b) – excludes councillors from making nominations.
 - Categories (c) – separate award by the Chair to nominate.

Following the vote, all agreed to recommend to Full Council.

12. **KTC Budget 2026/27** – A Dougall to present the first draft budget at the next Full Council meeting.
13. **Other/Urgent Communications** – Cllr Beecroft-Smith explained the requirement set by the Transparency Code to publicise a list of all land and buildings owned by the Council on the website. A Dougall shared a draft report listing details of KTC owned land and buildings as at 31 March 2025. All Councillors to review the draft and forward any amendments to A Dougall.
14. **Date of Next Meeting** – Monday 10 November 2025 at 7.15pm in the Council Chamber, Town Council Offices.
15. **Agenda Items for Next Meeting** – None.

The meeting finished at 8.12 pm

Chairman.....

Date.....