



# Kesgrave Town Council

Ferguson Way, Kesgrave, Ipswich, IP5 2FZ

Clerk: *Susan Clements*

Telephone: (01473) 625179

Email: enquiry@kesgravetowncouncil.org.uk

Webpage: www.Kesgravetowncouncil.org.uk

## Finance and Governance Committee Meeting

Members of the Public and the Press are more than welcome and encouraged to attend

### AGENDA

To: Members of the Finance and Governance Committee

Dear Councillors

### Notice of Meeting

You are hereby summoned to attend the next meeting of the Finance and Governance Committee which will take place on **Monday, 21<sup>st</sup> May 2018 at 7.15pm** in the Council Chamber.

Yours sincerely

Susan Clements  
Town Clerk  
16<sup>th</sup> May 2018.

### AGENDA

1. **Election of Chair** – (*The Chairman of the Council will take the Chair for this item*).
2. **Vice Chairman** – Following the Vote, the new Chairman will take the Chair for the item and the duration of this Meeting.
3. **Welcome and to Receive Apologies for Absence** – Welcome and to receive Apologies for absence.
4. **Declaration of Interests** – To receive, any interests, (these can be made at any point during the Meeting).
5. **Finance and Governance Committee Terms of Reference** – to note, following agreement at the Annual Town Council Meeting on the 14<sup>th</sup> May 2018.
6. **Minutes of the last Meeting** held on the 26<sup>th</sup> March 2018 – to receive, consider and agree.
7. **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.
8. **Members of the Public** – To welcome members of the public who may wish to speak or ask any questions.
9. **Grants** – To receive and consider any applications received.
10. **Bank Reconciliation** – to receive, review and approve. (Details Attached).



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11. **Replacement of Air Conditioning System – MJH** – to receive, consider and agree this repair work. (Quotation attached).
12. **Hire Income MJH** – to receive an update.
13. **Training** – in accordance with the Town Council's Policy, to formally review training for Councillors. (Policy attached. New Councillor Induction Policy to follow).
14. **Duration of Meetings/Standing Orders** – to review, consider and agree. (Currently 3 hours; suggested 2 hours per Meeting (often would equate to 4 hours per evening) and defer any business not covered).
15. **Items of Sufficient Urgency and Importance**
16. **Date of Next Meeting** – The next Meeting is on Monday 30<sup>th</sup> July at 7.15pm in the Council Chamber of the Town Council Offices.
17. **Agenda Items for Next Meeting** – To consider any matters that members would like to discuss at the next Meeting.
18. **Resolution to exclude the Public and the Press** – The Public Bodies (Admission to Meetings) Act 1960 – The Committee is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentiality.
19. **National Joint Council (NJC) Agreement – 2018-2020** – The Committee is asked to consider and agree this agreement. (2% increases). (NALC – National Association of Local Councils and ALCC – Association of Local Council Clerks). (Details Attached).
20. **Finance and Governance & HR Committees** – to consider and agree how these two Committees will work together, going forward.
21. **Service Development Officer** – to receive a verbal update following the recruitment and selection process and interviews held on 18<sup>th</sup> May 2018.
22. **Town Council's Market** – The Committee is asked to;
  - To receive, consider and agree the next steps for the finance and governance matters of the Council's Market, including the formal three-monthly review, as stated in the current contract; (Formal contractor letter and SLA attached);
  - To receive, consider and agree the contractor's necessary and legal public liability insurance and agree reporting and marketing strategies;
  - To consider and agree the sealed tender process in accordance with other contractor arrangements;
  - To receive, consider and agree the Town Council Market consultant health check quotation. (In Budget). (Details attached);
  - To receive a verbal update from the Clerk following the Meeting on 16<sup>th</sup> May 2018 with the District Council's Economic Development Officer and the East Suffolk Markets initiatives.
23. **Youth Club**
  - **Thursday Evening** – to review, consider and recommend re; the new model/outsourcing and receive a verbal update following the Meeting with the Clerk and Orwell on 9<sup>th</sup> May 2018;
  - **Tuesday Evening** – to review, consider and recommend re; the proposed new model/outsourcing and receive a verbal update following the Meeting with the Clerk and Orwell on 9<sup>th</sup> May 2018.



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