



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: Cllr K Archer
Cllr N Beecroft-Smith
Cllr A Comber
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden
Cllr B Patten

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 6 September 2021 at 7.15pm in the **Council Chamber, Town Council Office.**

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
1 September 2021

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 19 July 2021 – 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** – to review and approve (copies attached).
7. **Receipts and Payments** – to review and approve (copies attached).
8. **Detailed Income and Expenditure to 31 July 2021** – to receive and review (copies attached).
9. **Trial Balance for July 2021** – for review (copy attached).
10. **Forecast Year-end Income and Expenditure report for 2021/22** – to review and review (copy attached).
11. **2022/23 Draft Budget (version 1: Initial Draft)** – to consider and discuss.
12. **Grant Requests;**
 - a. The Birches Medical Centre – to review, discuss and agree additional information (paper attached).
13. **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).
14. **Date of Next Meeting** – Monday 4 October 2021 at 7.15pm, Council Chamber, Town Council office.
15. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
16. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
17. **Confidential Minutes of the last Meeting** held on 19 July 2021 – to receive, consider and agree.
18. **Staffing Matters** –
 - a. Estate Operative Vacancy - to receive an update.