



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Finance and Governance Committee Meeting

To: Cllr N Beecroft-Smith
Cllr A Comber
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden

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 4 March 2024 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
28 February 2024

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 8 January 2024 – 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 31 January 2024** – to review and approve (copy attached).
7. **Receipts and Payments for January 2024** – to review and approve (copies attached).
8. **Detailed Income and Expenditure to 31 January 2024** – to receive and review (copies attached).
9. **Trial Balance for January 2024** – for review (copy attached).
10. **Flagstone Application** – for information.
11. **Review charges to hire football pitches/services at MSG&MJH** – to consider and approve.
12. **Grant Request:**
 - a. Citizens Advice East Suffolk – to review and re consider (grant application attached).
13. **KTC Policies** – to consider and agree the following (copies attached)
 - a. Draft KTC Financial Regulations 2024/25
 - b. Draft KTC Standing Orders 2024/25
 - c. Draft KTC Terms of Reference 2024/25
14. **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).
15. **Date of Next Meeting** – Monday 3 June 2024 at 7.15pm in the Council Chamber, Town Council Offices.
16. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
18. **Office Alarm System** – to review and consider the quotes obtained.