



Kesgrave Town Council

Clerk: *Mrs S Clements*

Ferguson Way
Kesgrave
Ipswich
Suffolk
IP5 2FZ

Telephone: (01473) 625179

Email: enquiry@kesgravetowncouncil.org.uk

Webpage: www.kesgravetowncouncil.org.uk

KESGRAVE TOWN COUNCIL

Meeting of the Full Town Council on 24th July 2017 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices

Dear Councillors

Notice of Meeting:

You are please summoned to the Public Meeting of the Kesgrave Town Council, which will take place on Monday, 24th July 2017 at **7.15pm** in the Council Chamber.

Yours sincerely

Susan Clements
Town Clerk
17th July 2017

Members of the Public and the Press are welcome to attend

AGENDA

1. **Welcome and to Receive Apologies for Absence**
2. **Declarations of Interest** - to receive any declarations at any point during the Meeting.
3. **Minutes** of the last Full Town Council Meeting held on the 19th June 2017 - to receive consider and agree. (Minutes Attached).
4. **Clerks/Chairman's Report/Update** - to note any updates on any matters arising from the last Meeting and not dealt with under any other agenda item.
5. **Chairman's Communications**- to receive a verbal update from the Chairman.
6. **At this point (up to 3 minutes per person and 15 minutes in total), Members of the Public are invited to speak, and ask questions about any agenda item.** Priority will be given to those who have given The Clerk prior notice of their intention to speak.
7. **County and District Councillors Reports** - to receive written Reports, verbal updates and to ask questions for clarification only. (Reports attached).
8. **Fully-Funded PCSO** – to receive and note. (Report attached).

9. Finance and Governance

- Schedule of Accounts – to consider and approve payments totalling £41,252.14, and to receive schedule of receipts totalling £40,907.39. (Copy attached).
- PCSO Refund – to note refund of £344.09 received for PCSO abstractions during 2016/17.
- 1st Quarter Budget Reports – to receive (Report attached)
- Kesgrave Lawn Cemetery – to consider refund of fees for request to cancel a reserved cremation plot.
- To consider and agree any other Finance and Governance matter as presented by the Chairman of Finance and Governance Committee, the Business and Development Manager or the Clerk.

10. Planning and Development Committee Meetings Minutes – 19th June 2017, 3rd July 2017 and 17th July 2017 – to receive and note the Minutes of the Planning and Development Committee Meetings held on the 19th June 2017, 3rd July 2017 and 17th July 2017. (Minutes Attached).

11. Working Party Minutes – to receive, consider and agree the following:

- Play Area and Open Spaces Working Party Meeting Minutes – 17th July 2017. (Notes attached).
- Neighbourhood Plan Working Party Meeting Minutes – 22nd June 2017. (Notes attached).
- Neighbourhood Plan Public Engagement Sessions – 4th, 6th and 8th July 2017 – to receive a verbal update from Councillor Patten.

12. Community and Recreation Matters

- Community and Recreation Committee Meeting – 3rd July 2017 – to receive, consider and approve the Minutes of the Community and Recreation Committee Meeting held on the 3rd July 2017.
- To receive, consider and agree any matters as presented by the Business and Development Manager regarding Community & Recreation matters.
- To consider whether the Town Council wishes to have an updated Kesgrave Market and events card, the current card dates will expire after the Market on the 19 August 2017.
- To consider and approve Coffee Van presence at Junior Park Run on Sunday mornings.

13. Report from the Clerk and Press Officer – to receive and note the update, including the latest local publications, press and radio details. (Details attached).

14. Chairman/Clerk 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 Clerk by 12 noon on the day of the Meeting).

15. SALC (Suffolk Association of Local Councils) Area Meeting – 19th June 2017 – to receive and note the written Report from Councillor Archer following his attendance at this Meeting with Sue Hall the Council's Transport Liaison Officer and Chair of this Council's Transport and Pedestrian Working Party. (Report attached).

16. Office efficiencies- Town Council Offices – to consider and approve streamlining and upgrading of the current systems used by the Council office including IT.

17. KALGA – (Kesgrave Allotment and Leisure Gardeners Association Ltd) – Open Day – Sunday, 20th August 2017 12 noon – Allotment Site – Playford Road,

Rushmere – following the invitation to all Town Councillors to attend this event – to reaffirm which Councillors can attend.

18. **Newsletters & Circulars** – to receive and note:-
 - Kesgrave Flyer - latest and last edition
 - Kesgrave In Touch – latest edition.
19. **Resolution to exclude the Public and the Press** – The Public Bodies (Admission to Meetings) Act 1960 – The Council is asked to consider and agree to exclude the Public and the Press, since publicity would legally prejudice commercial sensitivity and confidentially.
20. **Confidential Meeting Minutes of the Town Council Meeting held on the 19th June 2017** – The Council is asked to receive, consider and agree the Confidential Meeting Minutes of the Town Council Meeting held on the 19th June 2017. (Minutes attached).
21. **Kesgrave Town Council Youth Club** – The Council will receive an update, including an update from Councillor Patten following the confidential Working Party Meeting held on the 10th July 2017 and will be asked to receive, consider and agree the next stages.
22. **Staff – Resources and Overtime** – to consider and agree Officer over time for large projects including the Kesgrave Neighbourhood Plan and office staffing going forward.

To: Kesgrave Town Council Councillors;

Copies to: County & District Councillors & Safer Neighbourhood Team (SNT)

Date of the next Full Town Council Meeting – Monday, 11th September 2017 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.