

KESGRAVE TOWN COUNCIL
Minutes of the Meeting of the Full Town Council Meeting held on
19th March 2018 in the Council Chamber, Kesgrave Town Council

Councillors:

A Athwall
 K Archer
 N Beecroft-Smith (Chairman of the Council)
 R Bridgeman
 A Comber
 D Fairbrother
 S Fairbrother
 G Hamilton (*Apologies*)
 S Lawson (*Apologies*)
 G Lynch
 C Marsh
 P Mills
 R Patten (Vice-Chair of the Council)
 R Spittle (*Up to Minute Number 9*)
 L Ventriglia (*Apologies*)

In Attendance:

Mrs S Clements (Town Clerk)
 District Councillor Mower (*Up to Minute Number 18*)
 Two Members of the Public

1. **Welcome and to Receive Apologies for Absence** – The Chairman welcomed everybody to the Meeting. Apologies for absence were received from Town Councillors Hamilton and Ventriglia, Town, District Councillor and County Councillor Lawson, District Councillor McCallum (who is in Coventry on a Planning and Development training seminar), and County Councillor Whiting.
2. **Declarations of Interest** – The following Declarations of Interest were made. (**Full details in the Interest Book**).

<u>Name of Member</u>	<u>Type of Interest</u>	<u>Details about Interest</u>	<u>Minute Number</u>	<u>Details in Interest Book</u>
Town Councillor D Fairbrother	Pecuniary	Employee of an insurance company who have provided a quotation	9 – Insurance Quotations	Yes

3. **Minutes** of the last Full Town Council Meeting held on the 15th January 2018. These Minutes were received, considered and agreed, following the vote. (Copy in Minute Book).

4. Clerks Report/Update –

- Minute Number 4 – Chairman’s Communications – The Council noted that the Final Response of the Appellants and the Statement of Case has been received from the LPA (Local Planning Authority). They also noted that the Rescheduled Public Inquiry will be held on the 26th – 29th June 2018. Further details will be communicated at the Town Council’s next Planning and Development Committee Meeting on the 26th March 2018.

5. Chairman’s Communications - The Chairman – Town Councillor Beecroft-Smith spoke with great disappointment that Diane Jimpson the Town Council’s Business and Development Manager/Responsible Financial Officer (RFO), has decided to leave the Council. Councillors are aware that Mrs Jimpson has very kindly agreed to continue to work with the Council for 1 day per week, (up to a maximum of 4 months), to assist with the RFO role and in order to provide a handover to the Clerk and the newly appointed RFO. He wished to formally thank Mrs Jimpson for all of her hard work.

The Chairman reminded Councillors about working together as a corporate body and also about the Suffolk Code of Conduct and the Council’s policies’ and procedures for this role in public office and at the first tier of local authority. He said that he would like the Council at a future, appropriate Meeting to discuss and consider applying for the Local Council Award Scheme, which exists to celebrate the successes of the very best Local Councils and provides a framework to support local Councils to meet their respective full potential. Councillor Beecroft-Smith made reference to the Town Council serving the local community, where he considers that the Council endeavours to make a real positive difference to the life of people that live in the Town. He went on to say this prestigious Award will help to continue to raise the Council’s profile in Kesgrave. The Chairman was delighted to advise the Meeting that he attended an Awards evening at Kesgrave Hall on the 15th March 2018, where the Clerk and Officers entered Councillors under the Suffolk Coastal Business and Community Awards scheme. The Award for Services to the Community as a Group was presented to Leiston Town Pastors, with the Town Council as a runner up finalist. Councillor Beecroft-Smith thanked the Staff for nominating Councillors for this prestigious, community award, where hopefully Officers will be inspired to apply for this award again in the future. (He was delighted to advise the Meeting that Maggie Lusher the Manager from Kesgrave Library won the Services to the Community individual award, Suffolk Babies were awarded the Best New Business award and Kesgrave Junior Park Run won the Health and Wellbeing award).

On the point of Officers, the Chairman reminded Councillors that its Staff work hard in the background on behalf of the Council, researching and obtaining information for the Council as a body, to consider, and make decisions on.

The Chairman was pleased to advise the Meeting that on the 18th March 2018 he attended St Edmundsbury Cathedral Choral Evensong and the Suffolk Justice Service on behalf of the Town Council.

6. Members of the Public – No members of the public wished to speak.

7. **County and District Councillors Reports** - Councillors received and noted the written Reports, brief verbal presentations and asked questions and were invited to raise any points of clarification. (Copies with Minute Book).

The written Report from County Councillor Lawson was received and noted.

District Councillor Lawson's written District Report was received and noted.

District Councillor Lynch did not submit a written Report.

District Councillor Mower's inclusive written report was received and noted. (Copy in Minute Book).

8. **Fully-Funded PCSO Report & Safer Neighbourhood Team Police Report in Partnership with Rushmere St Andrew Parish Council – January & February 2018**
- Councillors received and noted these Reports. **(Copies in Minute Book)**

9. **Finance and Governance**

- **Schedule of Accounts** – Councillors received, considered and approved, following the vote, payments in the sum of £54,772.36 (which included a transfer of £60,692.60 from the savings account). (Copy with Minute Book).
- **Appointment of Internal Auditor** – Councillors considered and agreed, following the vote, to appoint David Hunt, (who is competent and independent), to carry out the year-end internal audit and complete Section 4 of the Annual Return.
- **Insurance** – Councillors received the quotations and after considering the details, it was agreed, following the vote, that quotation numbered 4 over a five year' period', should be accepted.
- **Investment Policy Strategy 2018** – Councillors received, considered and approved, following the vote, to bring this matter to the next Finance and Governance Committee Meeting for its consideration and recommendation.
- **Treasury Deposit** – Councillors approved following the vote, that this matter should also be referred to the next Finance and Governance Committee Meeting for consideration, where further details were requested by the Council.
- **Standing Orders and Financial Regulations 2018-19** – These were received, considered and approved, following the vote.
- **Office Redecoration** – Following the vote it was agreed that the office carpets should be professionally cleaned, but that no new flooring should be purchased at this point in time, even though there is provision in the budget.
- **The Late Matthew Percy** – An emotional discussion ensued with regard to considering a poignant memorial tribute to the late Matthew Percy. Councillors agreed, following the vote, to rename the Millennium Room at the Millennium Jubilee Hall to the Matthew Percy Room because of Matthew's services to young people, where he was a member of the Youth Parliament. It was also agreed that at the next Community and Recreation Committee to discuss the possibility of reinstating the previous Town Council Community Award scheme in conjunction with the Town Council's Grants Policy and scheme.
- **Other Finance Matters** – No other matters were considered.

Councillor Spittle left the Meeting at this point.

10. Planning and Development Committee Meetings Minutes – 22nd January, 5th and 19th February and 12th March 2018 – Councillors received and noted the Minutes of the Planning and Development Committee Meetings as above, following the vote. (Minutes in relevant Minute Book).

11. Sub-Committees/Steering Groups

- Neighbourhood Plan Councillors received, considered and agreed the update and latest work on the emerging Kesgrave Neighbourhood Plan, following the vote. The Council noted the work of the consultants engaged by the Council (funded by a grant), with regard to the analysis work of the questionnaires. The next public Meeting will be held on Tuesday, 27th March 2018 at 6.15pm at the Town Council offices.
- Play Area and Open Spaces – Councillors noted no Meetings had been held.

12. Community Services Matters

- Community and Recreation Committee Meetings held on the 22nd January 2018 and 12th March 2018 – The Council received, considered and agreed these Minutes, following the vote. (Copies in Minute Book).

13. Report from the Clerk and Press Officer – Councillors received and noted the written report and update, including the latest local publications, press, radio and social media articles and photograph details. (Copy in Minute Book).

14. Woodbridge and District Anti-Social Behaviour Meeting – 8th March 2018 – Kesgrave Matters – The Council received and noted the Minutes from this Meeting and on matters relating to Kesgrave. (Copy in Minute Book).

15. Resignation of Town Councillor – Councillors noted that Geraint Derrick has resigned due to his current work commitments. The Council thanked Mr Derrick for his work during his term of office. Councillors were pleased to note that Mr Derrick will still be able to assist the Council with some of the Town's community activities and events. They also noted that the relevant notice of a Vacancy in Office of a Councillor has been displayed and that if a by-election is not called by the 22nd March 2018, then the Town Council is able to fill this vacancy by co-option.

16. Chairman/Clerk Other/Urgent Communications – There were no matters raised.

17. Newsletters & Circulars – the latest publications were received and noted.

- Kesgrave Intouch;
- Kesgrave Flyer.

18. 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.

District Councillor Mower and two members of the public left the Meeting at this point.

- 19. Confidential Minutes of the Personnel/HR Committee Meeting held on the 5th and 19th February 2018** – The Council is asked to receive, consider and agree these Minutes. (Confidential Minutes Attached).
- 20. Confidential Minutes of the Extraordinary Full Council Meeting held on the 5th March 2018** – The Council is asked to receive, consider and agree these Minutes. (Minutes in Confidential Minute Book).

This part of the Meeting closed, in order to facilitate the confidential business of the Meeting in closed session.

Date of the next Full Annual Town Council Meeting – Monday, 14th May 2018 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.

Chairman **Date.....**

DRAFT