



Kesgrave Town Council

Clerk: *Susan Clements*

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KESGRAVE TOWN COUNCIL

Meeting of the Full Town Council on 19th March 2018 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, 19th March 2018 at **7.15pm** in the Council Chamber.

Yours sincerely

Susan Clements
Town Clerk
14th March 2018

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 15th January 2018 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. (Any Reports received attached).

8. **Fully-Funded PCSO** – to receive and note. (Reports Attached).
9. **Finance and Governance**
 - **Schedule of Accounts** – to consider and approve payments totalling £54,772.36, and to receive schedule of receipts. (Copy Attached).
 - **Transfers from savings account** – to approve transfers from savings account totalling £60,692.60.
 - **Appointment of Internal Auditor** – to consider and agree appointment of David Hunt to carry out year-end internal audit and complete Section 4 of the annual return.
 - **Insurance** – to receive quotes and approve new policy. (Details Attached)
 - **Investment Policy Strategy 2018** – to receive and approve (Copy Attached)
 - **Treasury Deposit** – to approve opening of Treasury Deposit and agree transfer of £100k from Business Savings account to Treasury Deposit account for a fixed term of 12 months.
 - **Standing orders and Financial Regulations** – to receive, consider and approve. (Copies Attached)
 - **Office redecoration** – to receive and consider quote to replace office flooring. (Copy Attached).
 - **The Late Matthew Percy** – to consider the memorial request from Councillors Archer and Spittle.
 - To consider and agree any other **Finance and Governance matter** as presented by the Chairman of Finance and Governance Committee or the Clerk.
10. **Planning and Development Committee Meetings Minutes held on the 22nd January 5th February 19th February, and 12th March 2018** – to receive, consider and note/approve these Minutes. (Minutes Attached).
11. **Sub-Committees/Steering Groups** – to receive, consider and agree the following:
 - **Neighbourhood Plan Steering Group**– to receive, consider and agree any matters.
 - **Play Area and Open Spaces Sub-Committee** – to receive, consider and agree any matters.
12. **Community and Recreation Matters**
 - **Community and Recreation Committee Meetings held on the 22nd January 2018 and 12th March 2018** - to receive, consider and approve these Minutes, including any financial matters. (Minutes Attached).
 - To receive, consider and agree any matters as presented by the Business and Development Manager regarding **Community & Recreation matters**.
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. **Woodbridge and District Anti-Social Behaviour Meeting – 25th January 2018 – Kesgrave Matters** - to receive and note the Minutes from this Meeting. (Minutes Attached).
15. **Resignation of Town Councillor** – to note the arrangements following the resignation of Geraint Derrick.
16. **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).

17. **Newsletters & Circulars** – to receive and note the latest details.
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 confidentiality.
19. **Confidential Meeting Minutes of the Personnel/HR Committee Meeting held on the 5th February 2018** – The Council is asked to receive, consider and agree these Minutes, including the Office and Councillor Roles. (Confidential Minutes Attached).

To: Kesgrave Town Council Councillors;

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

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