



Kesgrave Town Council

Clerk: *Susan Clements*

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KESGRAVE TOWN COUNCIL

Meeting of the Annual Full Town Council on 14th May 2018 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices

Dear Councillors

Notice of Meeting:

You are please summoned' to the Public Annual Meeting of the Kesgrave Town Council, which will take place on Monday, 14th May 2018 at **7.15pm** in the Council Chamber.

Yours sincerely

Susan Clements
Town Clerk
8th May 2018

Members of the Public and the Press are welcome to attend

AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office** – to propose, second and duly elect a Chairman for the Council to serve for the ensuing year, following the subsequent vote.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – to propose, second and duly elect a Vice Chairman for the Council to serve for the ensuing year, following the subsequent vote.
3. **Welcome and to Receive Apologies for Absence**
4. **To agree the Appointment and Composition of Town Council Committees and Sub-Committees** - Councillors will have completed and submitted Committee Preference Forms in advance of this Meeting. (The Election of Chair and Vice Chair for these Committees will be the first items of business at the first relevant new Committee Meetings).
5. **Terms of Reference – Committees and Sub-Committees of the Town Council** – to receive, consider and agree.

6. **Register of Interests** – to remind Councillors to review, consider and update their respective Register of Interests online and via the District Council.
7. **Council and Officer Representatives** – to propose, second and agree the Representatives as follows to serve for the ensuing year:
 - Suffolk Association of Local Councils and Large Councils Group – SALC Representative/s;
 - Internal Independent Auditor (*already agreed at 19th March 2018 full Town Council Meeting*).
 - Press Officer;
 - Safeguarding Officer;
 - Woodbridge and District Anti-Social Behaviour Forum Representative/s (the current fully funded PCSO attends as part of the role);
 - Kesgrave Conservation Representative/s;
 - Public Transport Liaison Officer;
 - SPARK (Sport, Amenities, and Recreation in Kesgrave) Representative;
 - Open Spaces Representative;
 - Town Tree/Hedgerow Warden Representative (ideally the Representative/s will sit on the Planning and Development Committee and/or Community and Recreation Committee);
 - Youth Club Representative/s;
 - Emergency Planning Officer;
 - Patient Participation Group Representative.
8. **Declarations of Interest** - to receive any declarations at any point during the Meeting.
9. **Minutes** of the last Full Town Council Meeting held on the 19th March 2018- to receive consider and agree. (Minutes Attached).
10. **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.
11. **Chairman's Communications-** to receive a verbal update from the Chairman.
12. **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.
13. **County and District Councillors Reports** - to receive written Reports, verbal updates and to ask questions for clarification only. (Reports Received Attached).
14. **Fully Funded PCSO Reports & Review of SLA (Service Level Agreement) Letter** - to receive and note the PCSO Report & letter re the SLA. (Report/s attached).
15. **Finance and Governance**
 - **Annual Return 2017-18** – to approve the Accounts, Annual Return and Annual Governance Statement for 2017-18, along with any supporting documents, and to authorise the Chairman to sign the return on behalf of the Town Council. (Copies attached).
 - **Internal Audit Report** – to receive year-end Internal Audit Report and any responses to any recommendations. (Copy attached).
 - **Subscriptions** – SALC annual subscription £1,526.55, to approve. SLCC membership – Town Clerk £260.00
 - **Schedule of Accounts** – to consider and approve payments totalling £34,036.33 and to receive list of receipts. (Copies attached).

- Finance and Governance Committee Meeting Minutes – 26th March 2018– to receive, consider and approve the Minutes of the Finance and Governance Committee Meeting held on the 26th March 2018. (Minutes Attached).
 - DPO (Data Protection Officer) GDPR 2018 – to receive an update following the Amendment to the Data Protection Bill on the 26th April 2018.
 - Standing Orders 2018-2019 – to receive, consider and agree slight changes as a result of the GDPR. (Copy Attached).
 - New Bank Signatories– to consider and approve bank signatories
 - Procurement Card– to consider and approve new card details
 - To consider and agree any other Finance and Governance matters as presented by the Chairman of Finance and Governance Committee, the Clerk or RFO (Responsible Financial Officer).
- 16. Planning and Development Committee Meetings Minutes 26th March 2018, 9th April 2018 and 23rd April 2018**– to receive and note the Minutes of the Planning and Development Committee Meetings held on the 26th March 2018, 9th April 2018 and 23rd April 2018. (Minutes Attached).
- 17. Community Services Matters –**
- To receive, consider and agree any matters as presented by the Chair of the Community and Recreation Committee or the Clerk, regarding Community Services matters.
- 18. Sub-Committee Minutes –** to receive, consider and agree the following:
- Neighbourhood Plan Steering Group/Sub-Committee – to receive any new updates other than via the Planning and Development Committee Meeting Minutes, above.
- 19. Report from the Clerk and Press Officer –** to receive and note the update, including the latest local publications, press and radio details. (Details Attached).
- 20. Woodbridge and District Anti-Social Behaviour Meeting** – Kesgrave Matters – to receive a brief update following the Meeting held in 3rd May 2018. (Details Attached).
- 21. Town Councillor Vacancy by Co-option** – to receive, consider and agree, following the vote, the successful co-opted new Town Councillor. (Resume Attached).
- 22. 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).
- 23. Newsletters & Circulars** – to receive and note:
- Kesgrave Flyer – latest edition.
 - In Touch – latest edition.
- 24. 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.
- 25. Confidential Meeting Minutes of the Town Council Meeting held on the 19th March 2018**– The Council is asked to receive, consider and agree the Confidential Meeting Minutes of the Town Council Meeting held on the 19th March 2018. (Confidential Minutes Attached).

- 26. Confidential Meeting Minutes of the Finance and Governance Committee held on the 26th March 2018** – The Council is asked to receive, consider and agree the Confidential Meeting Minutes of the Finance and Governance Committee Meeting held on the 26th March 2018. (Confidential Minutes Attached).
- 27. Confidential Meeting Minutes of the Personnel/HR Committee held on the 9th April 2018** – The Council is asked to receive, consider and agree the Confidential Meeting Minutes of the Finance and Governance Committee Meeting held on the 9th April 2018. (Confidential Minutes Attached).

To: Kesgrave Town Council Councillors;

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

Date of the next Full Town Council Meeting – Monday, 18th June 2018 at 7.15pm in the Council Chamber, Kesgrave Town Council Offices.