

KESGRAVE TOWN COUNCIL
NEW TOWN COUNCILLOR INDUCTION POLICY

Prior to standing for election or co-option candidates have the opportunity to attend Town Council, Committee and Sub-Committee Meetings and discuss the workings of the Town Council with the Town Clerk and Town Councillors.

The Town Clerk will arrange to meet with the new Town Councillor prior to their first full Town Council Meeting to explain the following;

- The purpose of the Town Council;
- The responsibilities of the Town Council;
- The responsibilities of Town Councillors/The Council (corporate body);
- The Committee and Sub-Committee structure;
- How Meetings are conducted.

The Town Council with the Town Clerk will appoint an existing Town Councillor as a mentor for the new Town Councillor. The role of the mentor will be to;

- Be available to answer queries on agenda items prior to Meetings;
- Provide background information on any key items being discussed;
- Sit next to the new Town Councillor during Meetings so as to provide any support required;
- Review the Meetings with the new Town Councillor at the end of each Meeting to ensure that they understood the conduct of the Meeting, the debates and decisions/resolutions;
- The mentor will be nominated for a period of 3 Meeting cycles. At the end of the period the mentor and the new Town Councillor will discuss whether any additional mentoring is required.

Chairs of Committees – The Chairs of each Committee will arrange to meet with the new Town Councillor as part of the mentoring process to explain the role of their respective Committee and key matters for the said Committee. Meetings with all Chairs should be undertaken within the first 3 months from the new Town Councillor taking office.

At the end of the initial mentoring period the Town Clerk and the Chairman of the Council will agree what training the new Town Councillor should be offered and arrange another Meeting with the new Town Councillor to discuss the formal training programme.

The Aims and Objectives of Kesgrave Town Council

- To democratically represent the residents of Kesgrave and to allow every voice of the Community to be heard;
- To provide the best possible services, amenities and activities to meet the needs of all our residents and use our best endeavours to manage these within the most economical budget available;
- To use Best Practice in all areas of its activities;
- To forge partnerships with all other community stakeholders to ensure that the wellbeing of our residents is enhanced.

After a new Town Councillor has been elected or co-opted and before their first full Town Council Meeting, the Town Clerk will provide them with the documents set out below.

- The Good Councillors Guide;
- The Town Council's Standing Orders;
- The Town Council's Financial Regulations;
- Schedule of Meetings;
- Contact List;
- The Code of Conduct;
- Complaints Procedure;
- Training and Development Policy;
- Equality and Diversity Policy;
- Community Engagement Policy.

Other documents can be found on the Town Council's website or by contacting the Town Clerk.

Please remember that the Town Clerk and Chairman of the Council are available at most times for information and support if needed.

The Town Council's Main Areas of Responsibility:

- First tier of local government and grass-roots level;
- Helps to signpost local residents for any District, County or Policing matter;
- For services provided by others, (as above), the Town Council endeavours to ensure that these are dealt with effectively and in accordance with the wishes of the community;
- Lawn Cemetery;
- Statutorily consulted by Suffolk Coastal District Council and Suffolk County Council on any planning applications in Kesgrave;
- Maintains the Town Council Offices, Ferguson Way, Kesgrave - available for Officers to administer the Council's services and activities on behalf of local people, for members of the public to call in and speak to staff and for all Town Council, public meetings; The Town's flag pole is situated in this area too and this may make us easier for people to see;
- Community Hall – The Town Council owns and maintains, develops and promotes this community building – the Millennium Jubilee Hall, Millennium Way, Kesgrave – local clubs, groups, organisations and private hirers can use this modern, well-equipped, wonderful facility at reasonable hire rates. This is operated by the Council for its residents and local organisations.
- Street Furniture – The Town Council owns and maintains various benches, bins and bus shelters;
- Street Lighting – Although primarily it is Suffolk County Council who normally own and maintain street lighting, the Town Council owns and maintains some of the older units in the Town;
- Noticeboards, Directional Signage, Cycle Stands, the Town Sign, the Lynch-gate and Sculpture and Commemorative Sign – These are all owned and maintained by the Town Council;

- The Rupert Fison Square, Car-Park and Planters – These areas are maintained by the Town Council;
- Kesgrave Market – The Council runs a community Market once a month on a Saturday;
- Kesgrave Town Council Youth Club (Tuesday Evenings) – The Council employs three Youth Club staff and Volunteers to run this facility each Tuesday evening in term-time at the Millennium Jubilee Hall. It has outsourced the Thursday Evening Club, but financially contributes and continues to actively support this so that this facility can continue;
- Oak Meadow Fitness and Play Equipment – This equipment is owned and maintained by the Town Council. The Fitness equipment is a new addition and improvement to the area, installed in 2017;
- Mobile Skate Park – This equipment is owned and maintained by the Town Council and allows for annual “pop-up” events for local children and young people;
- Grange Meadow – The Town Council has a basketball court in this area, which it owns and maintains;
- Cedarwood Green – The Town Council has a teen-shelter in this area, which it owns, manages and maintains;
- Legion Green – This area is maintained by the Town Council. The Town’s memorial is located here;
- Wildlife Pond – The Town Council maintains this, which is located near to Cedarwood School and about half way between Bell Lane and Kesgrave (Dobbs) Wood.

ADOPTED 21 MAY 2018;

NEXT REVIEW DUE APRIL/MAY 2019.