

Kesgrave Town Council Business Plan 2018-2021



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Kesgrave Summer Fun Day

Kesgrave Town Council Business Plan 2018-2021



Chairman's Summary

Welcome to the Business Plan of Kesgrave Town Council. The Council has decided to adopt a more business-like approach, whilst endeavouring to engage more fully with the local community. This document provides the Council's Vision for the next three years. The Council will continue to be flexible in its approach in order to meet the changing economic, social and cultural situation, and the needs and wishes of local residents. This Plan will be under regular review to ensure that it meets the current and future needs of Kesgrave.

The Business Plan is a statement of the Council's Vision for the Town, its purpose, values, objectives and key priorities. It details what the Town Council intends to focus on for projects which are short to medium term on behalf of local people.

Neal Beecroft-Smith – Chairman of the Council



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Chairman and Vice Chairman of the Council

The Chairman is elected at the Annual Town Council Meeting and also the Vice Chairman is elected to serve the Council and the Town for the ensuing Council year.

If residents, clubs and organisations would like the Chairman or Vice Chairman to attend functions, events or openings, please do let the Town Council offices know.

The Chairman and the Vice Chairman represent the Town Council and the Town and attend mayoral and civic events around the county, forming close networking partnerships with other Town Councils.

Background/Introduction

Kesgrave Town Council is the first tier and “grass roots” level of local government and as it is more local, it is often the first point of contact for local people. The Town Council aims to “sign-post” residents to the most appropriate level of local government. It has an important role to play in promoting the Town, representing its interests and supporting the work of different groups in the community.

Suffolk Coastal District Council is the second tier of local government and can assist with planning applications, trees, licensing, car parking, housing, street cleaning, grass and hedge cutting, refuse collection, environmental health, council tax and dog fouling.

For example, the Town Council can assist local people by providing contact details and assistance for planning applications in Kesgrave to the Local Planning Authority, which is Suffolk Coastal District Council or provide information to residents about the Highways Department of Suffolk County Council to report a dangerous pot-hole in the road.

The Business Plan is an agreed strategy which provides a framework and has been developed after community engagement and involvement through the emerging Kesgrave Neighbourhood Plan process. This consultation and engagement has proved to be a good starting point in this evolving Plan.

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The Millennium Jubilee Hall, Millennium Way, Kesgrave – This Community Hall is owned by the Town Council for community use.

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Vision

Kesgrave Town Council's corporate Vision and objectives are for a successful, vibrant, and attractive Town, where people are happy living, working, studying, visiting and enjoying leisure facilities. The Town is relatively well-served for housing, education, services and shops.

Mission Statement – The Town Council aims to continue to improve and enhance the quality of life for the residents of Kesgrave, whilst ensuring that the Town is safe, desirable, attractive, provides sufficient facilities and services, and is a generally sustainable place to live.

Community Engagement

Kesgrave Town Council has a Community Engagement Strategy. It recognises the role of regular and effective communication in building positive relationships with local residents, local organisations and stakeholders. The Town Council actively encourages as much community involvement in the Business Plan process as possible.

The Town Council will:

- Continue to develop and update its website, which filters to its social media feeds, (Facebook and Twitter), providing information about the Town Council and also “signposting” local people to other service providers;
- Regular news updates will also be included in the local community newsletters and magazines and through the local press and media;
- Continue to provide an opportunity at each Town Council Meeting for public questions and comments;
- Inclusion of the latest version of this Business Plan on the Town Council’s website;
- The Chairman of the Council will continue to report at every Annual Town Meeting and provide an update on the activities of the Town Council over the past year;
- Continue to review the Council’s information and communication needs for the benefit of local people;
- Regularly maintain and update the Town Council’s noticeboards around the Town.

The Kesgrave Neighbourhood Plan Questionnaire which was delivered to every household in Kesgrave and also available online and at various outlets in the Town, together with the various community engagement sessions held on varying dates, times and venues around the Town, assisted with open and transparent liaison and engagement with local residents.

The Town Council hopes that you are pleased with your Town and that you feel that the Town Council is efficient, forward thinking and effective. The Council is always ready to consider new projects, take on new challenges and listen to the ideas and suggestions of its residents. The Town Council believe that community engagement and consultation are key to the continued success of the Town, to ensure that it nourishes a strong, viable and vibrant community. The Council encourages continuous and ongoing, open dialogue. It continues to inform and update residents about its activities and monitoring of the Business Plan, through its website, social media sites, notice boards, local newsletter publications and the local press.

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Young people sometimes have limited opportunities to express their views within the community, which is why our younger residents were actively encouraged to complete the Neighbourhood Plan Questionnaire sent out to each household in Kesgrave during 2017 and also available online. The Youth Clubs in Kesgrave (Tuesday and Thursday evenings), also provide a regular and genuine opportunity to engage with children and young people, together with regular updates to the local schools via their respective Parent Mail newsletters. These engagement and consultation processes allow our younger residents the chance to comment – either positively or negatively, on matters occurring within the Town, and to enable greater understanding of how young people can play an active key role in influencing change and decision-making. Two of the Town Council’s Councillors are Youth Representatives for the Town and they regularly attend the Youth Clubs in order to engage with our younger residents. The Town Council’s Youth Club staff and colleagues provide vital feedback following Youth Club sessions. Various other ongoing projects are regularly held in the Town for children and young people throughout the year.

Community Needs

It is hoped that the Business Plan will help the local community to understand what Kesgrave Town Council does and also Suffolk Coastal District Council and Suffolk County Council.

The Community Emergency Plan documents the actions to be taken and the necessary resources involved in relation to any possible significant incident in Kesgrave. The Community Emergency Plan is intended to provide general guidance to the local community and to outline actions.

Litter, Refuse and Recycling

Suffolk Coastal Norse manages litter, refuse and recycling in Kesgrave on behalf of Suffolk Coastal District Council. The Town Council, however, employs two part-time Litter Pickers (who are also Caretakers). These Staff collect litter around the Town to help to continue to make Kesgrave an attractive, clean and tidy Town to live, study and work in.

The Town Council will:

- Continue to employ Litter Picking Staff to support the standards of cleanliness across the Town;
- It will continue to monitor the effectiveness of litter collection services in the Town and raise any concerns with Suffolk Coastal Norse;
- The Town Council will continue to work with Suffolk Coastal District Council to ensure that any complaints by Kesgrave residents are directed to Suffolk Coastal Norse and addressed in a satisfactory time and manner;
- Continue to work in partnership with Suffolk Coastal District Council and other Kesgrave community and volunteer groups and if sufficient volunteers are available, arrange annual community litter picks in the Town.

Suffolk County Council

This tier of local government is the authority for highways and pedestrian matters, for education, health and social services, libraries and public rights of way.

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Public Footpaths

Kesgrave Town Council will continue to liaise with Suffolk County Council and the Town Council's Volunteer Footpath Warden, landowners and any other relevant stakeholders, to improve the signage, access and quality of public footpaths and rights of way. The Town Council will continue, with its Footpath Warden to promote and encourage people to participate in organised walks.

Public Transport

In partnership with its Public Transport Liaison Representative and via the Town Council's Planning and Development Committee and its Transport and Pedestrian Sub-Committee, will continue to work in partnership with and liaise with Suffolk County Council, where the County Council has the responsibility (with local bus companies), to deliver the public transport in the Town.

The Town Council will continue to support and work in partnership with BSEVC – a local Charity who provide Community Transport to eligible Kesgrave residents.

The Town Council will continue to:

- Liaise with suitable community stakeholders and partners as above;
- Consider budgeting for the provision of bus shelters if a need is identified.

Community Policing and Safety

Kesgrave Town Council, in partnership with Rushmere St Andrew Parish Council and through local council tax payers' money, pays for the services of a PCSO (Police Community Support Officer), allocated exclusively to Kesgrave and Rushmere St Andrew. The Town Council works closely with Suffolk Constabulary on all matters relating to community safety. Two Town Councillors (on behalf of the Town Council) and the PCSO also, attend the local area Anti-Social Behaviour Forum and Meetings, hosted by the District Council.

Staff and Councillors meet regularly with the PCSO to discuss matters of concern, local intelligence and possible solutions to local issues.

Kesgrave Town Council is committed to:

- Listening to local residents and reporting their concerns to the PCSO. It is important that residents form part of this partnership and report urgent crimes and less urgent crimes via the relevant contact numbers, so that these can be formally logged and dealt with accordingly by the Police;
- The Town Council will continue to work in partnership with the Police to address the issues which have been identified;
- The Town Council will continue to work in partnership with Suffolk Constabulary, the PCSO and Rushmere St Andrew Parish Council to endeavour to assist with delivering a service which is safe, visible, accessible and responsive to what local people in Kesgrave need.

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Parking

Suffolk Constabulary is responsible for the enforcement of any illegal or dangerous parking. The Town Council, in representing the interests of residents, local workers and users of the Town will:

- Consider in its capacity as statutory planning consultee to the Local Planning Authority – Suffolk Coastal District Council, and make recommendations on any future housing developments or any other development in the Town, to ensure that adequate provision for parking is included;
- Escalate any illegal or inconsiderate parking issues to the PCSO (Police Community Support Officer), for Kesgrave (and shared with Rushmere St Andrew Parish Council).

Economy and Development

The Town Council encourages and promotes the economic and commercial viability and vitality of the Town and subject to the necessary infrastructure, being in place/provided, continues to support the Town's prosperity and sustainability to meet local needs, services and activities.

The Town Council will:

- Continue to work in partnership with Suffolk Coastal District Council, Suffolk County Council, Suffolk Constabulary, Community Stakeholders, Schools and local Businesses;
- The Town Council will continue to promote the economic and commercial viability and vitality of Kesgrave, to strive for a pleasant, clean and safe environment for the Town;
- It will continue to be a professional, competent and caring Town Council;
- The Town Council will continue to assist local residents and to promote and support local voluntary groups and clubs that seek to assist residents and attract visitors to the Town.



Inside the Millennium Jubilee Hall – The Town Council's splendid and well-equipped community hall available for people/groups/businesses to hire.

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Meetings – Full Council, Committees and Sub-Committees

All Meetings are open to the public. The Schedule of Meetings dates is agreed annually by the Council.

Full Council – This is the corporate body and consists of 16 Councillors who are either elected or co-opted.

Members (16): All Town Councillors
Chairman: Elected at Annual Town Council Meeting
Vice-Chairman: Elected at Annual Town Council Meeting

The Town Council carries out all statutory functions reserved to the Council, including but not limited to:

1. To approve the Annual Budget and Precept demand.
2. To approve expenditure against General Fund/Earmarked Reserves and any virements across Committee budgets.
3. To review and amend the Standing Orders and Financial Standing Orders/Financial Regulations and the functions and constitution of the Committees of the Council.
4. To note the Schedule of Meetings of the Council and its Committees.
5. To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
6. To take appropriate action and make resolutions or agreements on the recommendations of Committees or Steering/ Working Parties of the Council as necessary.
7. To review these Terms of Reference and delegated authority provided to Committees and the Town Clerk and or/RFO (Responsible Financial Officer), from time to time.
8. The appointment and performance of the Town Clerk and to receive updates via the Finance, Governance and HR Committee.
9. To approve Schedules of Accounts for Payment.
10. To authorising the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere. (Sealed Tendering process).
11. To respond to major consultations and those outside of the scope of other Committees.
12. To receive the External Audit report and approve the Annual Return.
13. To consider any matters within the Terms of Reference of another Committee at any time.
14. To consider all other matters outside of any other Committee's Terms of Reference.

Planning and Development Committee - As a statutory consultee of the Local Planning Authority, (LPA) – Suffolk Coastal District Council (SCDC), this Committee, on behalf of the Town Council, considers all planning applications received from Suffolk Coastal District Council and make recommendations' on behalf of the Town Council. Also, any County Deemed Applications (Suffolk County Council).

Members (Minimum of 7): Members to be appointed at the Annual Town Council Meeting.
To include the Chairman and Vice Chairman of the Council.
Chairman: of this Committee: Appointed at the first new Planning and Development Committee.

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(The Chairman of the Council will take the Chair for this first item of business).

Vice-Chairman of this Committee: Appointed at the first new Planning and Development Committee. (The new Chairman of the new Committee will take the Chair for this item of business).

Delegated Authority:

1. To comment on planning applications and other development control matters for the Town, including for County Deemed Applications. (Suffolk County Council applications).
2. To respond to consultations on matters relating to planning, development or the local environment.
3. To receive correspondence relevant to the Committee.
4. To comment on appeals lodged following the refusal of planning approval.
5. To appoint a Councillor who (with the Clerk) will represent the Town Council at any Pre-Inquiry or Inquiry.
6. To receive reports on matters related to highways services delivered in the Town.
7. To make recommendations to Suffolk County Council Highways Committee for changes in highways delivery in the Town.
8. To make recommendations to the full Town Council regarding policy and strategic matters relating to all of the above.

Community and Recreation Committee - To oversee, support and develop opportunities for engagement with other community stakeholders and to raise the profile of the services provided by the Town Council. To oversee the management and maintenance of Council's land and property assets and those related services directly provided or commissioned by the Council. To work closely, engage and support Kesgrave Town Council's Youth Club.

Members (Minimum of 7): Members to be appointed at the Annual Town Council Meeting.

To include the Chairman and Vice Chairman of the Council.

Chairman: of this Committee: Appointed at the first new Community and Recreation Committee. (The Chairman of the Council will take the Chair for this first item of business).

Vice-Chairman of this Committee: Appointed at the first new Community and Recreation Committee. (The new Chairman of the new Committee will take the Chair for this item of business).

Key Responsibility:

1. Recommended expenditure against the Council's Community & Recreation Budget, following approval of the Draft Budget and its recommendations by the full Council, including virements within the agreed Budget as set by the Council.
2. To recommend annual Budget estimates for the Community & Recreation Committee to the Council's Finance, Governance & HR Committee and subsequent approval by the full Council. Once the Budget has been agreed, the Community & Recreation Committee will have delegated powers
3. To consider and agree applications for Occasional Grants as identified from this Committee and not dealt with by the Finance, Governance and HR Committee, or any expenditure of the Recreation and Community Committee Fund allocation.
4. To consider opportunities for participation with community projects or working in

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partnership for the benefit of Kesgrave and to make resolutions and decisions in this regard.

5. To receive reports and updates on matters related to recreation, leisure, tourism and sport and to make relevant resolutions and decisions in this regard.
6. To oversee and agree the use of any outstanding S106 (Section 106 Planning Obligations of the Town and Country Act 1990 as amended) and CIL (Community Infrastructure Levy), or other funding related to the same, including funding streams and to make grant applications to external providers.
7. To monitor the financial performance, quality and effectiveness of service provision, via Town Council Officers, reporting back to the full Council via this Committee's Minutes as appropriate.
8. To review and agree scales of Fees and Charges.
9. To ensure the Council's land, property and assets are protected from loss, damage, encroachment or similar issues, reporting and updating the full Council as appropriate via this Committee's Minutes and for approval of any recommendations.
10. To ensure the Council's obligations as land and property owners are fulfilled, reporting as appropriate to the full Council.
11. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

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HR (Human Resources) Committee

Members (5): Town Vice-Chairman. Other Members to be appointed at Annual Council.

Chairman: Town Chairman (ex-officio)

Vice-Chairman: Appointed by Annual Council or elected by the Committee in-year.

Key Responsibility:

Matters relating to the recruitment, management and HR of the Council's employees, including Appeals, with support from the Finance and Governance Committee.

Delegated Authority:

1. To review the staffing structure and budget on an annual basis, making recommendations to Council.
2. To review and authorise amendments to the staffing structure, grades and/or terms and conditions of employees in-year within the salaries budget set by Council or to otherwise make recommendations to Council.
3. To oversee the management of Health & Safety and the Council's corporate responsibilities as an employer.
4. To review and approve HR-related policies and procedures.
5. To ensure compliance with personnel-related statutory requirements and legislation.
6. To act as the first stage in grievance or disciplinary hearings.
7. To hear complaints from the public and external organisations regarding the Councils administration.
8. To make recommendations to Council regarding policy and strategic matters relating to all of the above.
9. Annual Appraisal of the Town Clerk and the Business and Development Committee (Via the Chairman of the Council).
10. To make resolutions and decisions in accordance with the Council's Standing Orders and Financial Standing Orders/Financial Regulations regarding policy and strategic matters and also HR/staffing, with the support of the Finance and Governance Committee, relating to all of the above.
11. To oversee the management of Health & Safety and the Council's corporate responsibilities as an employer. (Staff Handbook).
12. To review and approve HR -related policies and procedures, with the HR Committee.
13. To ensure compliance with HR related statutory requirements and legislation.
14. To act, via the Clerk, as the first stage in grievance or disciplinary hearings, unless the proceedings relate to the Clerk, in which case the Chairman of the Council will lead with these matters.
15. This Committee, following approval of the full Council and in confidential session, has the powers to set up a temporary sub-Committee, if appropriate, known as an Appeals Committee. Membership and composition needs to be a minimum of 4 members of the Finance, Governance and HR Committee, where membership should include the Chairman and Vice Chairman of the Council.
16. To hear complaints from the public and external organisations regarding the Councils administration if received via the Council's formal Complaints Procedure. (Full details in the Council's Standing Orders).

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Finance and Governance Committee

Members (Minimum of 7): Membership and composition to be appointed at the Annual Town Council Meeting, to include the Chairman of each Committee and the Chairman and Vice Chairman of the Council. Ideally the previous Chairman of the Council also, (if relevant).

Chairman of this Committee: Appointed at the first new Finance and Governance Committee. (The Chairman of the Council will take the Chair for this first item of business).

Vice-Chairman of this Committee: Appointed by the first new Finance and Governance Committee. (The Chairman of the Committee will then take the Chair for this item of business and the ensuing Meeting).

Key Responsibility:

To regulate, manage and control the finances, resources and staffing of the Council, including the recommendation to the full Council of the annual Budget and Precept in accordance with Financial Regulations.

Delegated Authority:

1. Expenditure against the Council's Administration Budget, including virements within the budget as set by the Council.
2. Monitoring the Council's Monthly Accounts Reports and taking appropriate action to ensure compliance with the Budget.
3. Coordination of Annual Budget Estimates from all Committees for recommendation to the full Council for approval.
4. To liaise with the Council's Press Officer regarding the communications and media such as the Town Council website, liaison with the press, radio, tv and social media, such as Facebook and Twitter.
5. Reviewing the Council's ICT provision
6. Review, Implement or Recommend policies to the Council on matters relating to:
 - i. Insurance
 - ii. Risk management
 - iii. Financial control/Audits
 - iv. Financial Standing Orders/Financial Regulations and Standing Orders
 - v. Investments
 - vi. Loans
 - vii. Long term Plans and Strategy, including succession management
 - viii. Legal issues
 - ix. Grants and Schedule of Grants
7. To make resolutions and decisions in accordance with the Council's Standing Orders and Financial Standing Orders/Financial Regulations regarding policy and strategic matters and also HR/staffing, with the support of the HR Committee, relating to all of the above.
8. To review the Staffing Structure/HR matters (with the HR Committee) and Draft Budget on an annual basis, making recommendations to the full Council for approval of the Budget. From time to time, consider the succession management of the Staffing Structure with the HR Committee.
9. To review and authorise amendments with the HR Committee, to the Staffing Structure, grades, salary, national agreements, employment law updates and/or terms and conditions of employees, contracts and Staff Handbook reviews, (incorporating Health and Safety).

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For the annual salaries Draft Budget, the Committee will make recommendations to the full Town Council.

10. To consider and review all Policies of Kesgrave Town Council Youth Club, including safeguarding matters.
11. To make resolutions and decisions regarding policy and strategic matters relating to all of the above and within the Committee's laid down delegated powers. For any matters as stated above, which fall outside of the Committee's delegated powers, then recommendations in confidence, will be made to the full Town Council.

Sub-Committees of Committees and the Town Council **Neighbourhood Plan Sub-Committee (Reports to the Planning and Development Committee)**

1. Background
 - 1.1 Kesgrave Town Council has determined that it intends to produce a Neighbourhood Plan. It has established a Neighbourhood Plan Sub-Committee to oversee the process.
2. Purpose and Mission Statement
 - 2.1 The purpose of the Neighbourhood Plan Sub-Committee is to design and facilitate a process that will result in the preparation of a Neighbourhood Plan for Kesgrave, in order to achieve the respective vision for this Town.
 - 2.2 The process will be:
 - *inclusive* – offering the opportunity to participate for everyone who lives or works in Kesgrave.
 - identifying all the important aspects of life in Kesgrave for which we need to plan for the future.
 - *positive* – bringing forward proposals which will improve the quality of life in Kesgrave.
 - *supported* – where there is a need for professional support to complete the process.
3. Tasks
 - 3.1 The Neighbourhood Plan Sub-Committee, along with its technical advisers, will undertake the tasks shown in paragraphs 3.2 to 3.9.
 - 3.2 Prepare an outline process for producing the Neighbourhood Plan.
 - 3.3 Promote the process of preparing the Neighbourhood Plan to encourage participation and the submission of views and ideas.
 - 3.4 Organise meetings to gather views and consult on ideas.
 - 3.5 Assess existing evidence about the needs and aspirations of the Town.
 - 3.6 Liaise with relevant businesses and organisations to secure their input in the process.
 - 3.7 Ensure that the views of the full range and diversity of interest Groups are sought through the process, as far as this is reasonably possible.
 - 3.8 Analyse the views, ideas and proposals received during the planning process and use these to prepare a Plan.
 - 3.9 Keep the Town Council fully informed of progress and seek approval of any recommendations by the Planning and Development Committee and the subsequent full Town Council.

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Play Area and Open Spaces Sub-Committee (Reports to the Community and Recreation Committee)

Background

1.1 Kesgrave Town Council has identified a need for a Sub-Committee to look at Play Areas and Public Open Spaces that the Council owns and other potential sites for Play or Recreation in Kesgrave. This Sub-Committee will discuss and make recommendations to the Community and Recreation Committee or the full Town Council. Work from this Sub-Committee will be utilised and will also feed back into the Kesgrave Neighbourhood Plan and Neighbourhood Plan Sub-Committee.

2. Purpose

2.1 The purpose of the Kesgrave Play Areas and Open Spaces Sub-Committee is to:

- Give the opportunity for interested and well-informed residents/stakeholders to join Town Councillors and Officers in examining the provision of Play areas and Open Spaces belonging to the Council and those owned and/or managed by others.
- Evaluate the Recreational need of people of all ages, including those with disabilities and within the Council's Equality and Diversity Policies and culture.
- Identify potential sites within the Town to increase and/or improve provision.
- Provide a Sub-Committee in which the type and design of Exercise and Outdoor Play equipment can be discussed.
- Make recommendations to be considered by the Community and Recreation Committee and thereafter for approval by the full Town Council.

The District Council is the normal authority for owning and maintaining play equipment and open spaces on behalf of residents. However, the Town Council saw the need to set up the above Sub-Committee, where it considers opportunities for improvements to existing play and leisure facilities throughout the Town and this Council investigates additional opportunities for the development of new creative play projects, in consultation with the local community. The Town Council will:

- Continue to support initiatives for improving teenage/young adult provision;
- Continue to work with community stakeholders to improve existing sports facilities, including play spaces and equipment;
- Continue to work with community stakeholders to ensure that play equipment provides a healthy and safe environment for users and local residents;
- Continue to aim to increase public participation in outdoor activities;
- Continue to encourage local groups and residents to help to improve community areas;
- Continue to support Suffolk Coastal District Council with initiatives and legislation to mitigate dog fouling issues and related anti-social behaviour.

Transport and Pedestrian Sub-Committee (Reports to the Planning and Development Committee)

Background

1.1 Kesgrave Town Council has identified a need for a Sub-Committee to explore in more detail, prevailing Transport and Pedestrian issues in Kesgrave, in partnership with the Highways Department of Suffolk County Council.

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All transport and pedestrian matters will be examined by the Sub-Committee, with progress and recommendations from the Sub-Committee being reported to the Planning & Development Committee or the Town Council, where this will also “feed” into the Kesgrave Neighbourhood Plan and its Sub-Committee.

2. Purpose

The purpose of the Transport and Pedestrian Sub-Committee is to:

- encompass all forms of transport including: walking, cycling, driving, bus services and the siting of bus stops.
- give the opportunity for interested and well-informed residents to join Town Councillors in examining how improvements could be made to existing or potential services or infrastructure in partnership with the Highways Department of the County Council.
- to evaluate the transport and pedestrian options of everyone, including the needs of people who through age or physical disability, may not be able to access existing forms of private or public transport and work up proposals for alternatives.
- explore road safety and pedestrian issues which may encompass: the speed of motor vehicles, parking issues, current or proposed road crossing points, pavements and pedestrian footpaths, and cyclists and cycle paths, in conjunction with the Highways Department and Suffolk Police.

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The Finances/Financial Projections & sources of Funding 2018/2020

The Council's priorities through the production of this Business Plan will provide a framework for future decision-making, and continuous financial and business planning for Kesgrave.

The annual Budget is set by the full Town Council and gives an estimated account of income and expenditure for the year. These details are published on the Council's website. Management of income and expenditure is monitored by the Finance and Governance Committee and the full Town Council.

Income – The majority of the Town Council's income is achieved via the annual precept. This is the local tax levied by the Town Council and is collected on its behalf by Suffolk Coastal District Council as part of the annual Council Tax bill. The precept is based on Council Tax Band D property rates/tax.

Expenditure – This is dealt with primarily via the Council's Finance and Governance Committee, its Community and Recreation Committee, its various sub-Committees and the full Council.

Provisions for longer-term and larger projects are allocated to the Town Council's earmarked, ring-fenced Reserves.

The Budget controls the Council's finances. It demonstrates that the Council has planned, considered and provided ample financial provision so that it should have sufficient income to carry out its services and activities within its policies, procedures, financial regulations/standing orders and legally. The Council will be checking its spending against its budget plans on a regular basis and at least quarterly. This matter will be considered and agreed at relevant full Town Council Meetings and the quarterly check will be recorded in the Council's public Minutes. The Town Council fully controls its finances during the Council year against its Budget in order' to achieve its objectives for the benefit of its electorate.

The Council's priority is to develop and maintain its current assets in the first instance, in order' to maximise existing opportunities. For example, its own play areas/open spaces.

Grants and Contributions - The Town Council can sometimes secure grant funding for some of its project work and community activities, in partnership with external stakeholders and groups and also' more national based funders. On the back of planning and development in Kesgrave, on occasion the Town will receive some funding via either the CiL (Community Infrastructure Levy) or Section 106 of the Town and Country Planning Act 1990, where funds are available for assisting with infrastructure raised via developers and paid to the Local Planning Authority.

Expenses and Allowances – Councillors are all volunteers. There is currently no allowance for the Councillors apart from the Chairman of the Council. The said allowance is specifically for expenses incurred whilst fulfilling the Chairman of the Council's duties, obligations and responsibilities. Councillors may however, be reimbursed for travel expenses when on Town Council business.

Grant Awarding Policy – The Town Council is committed to supporting and strengthening the many networks of community groups, which make a positive difference to the enjoyment and wellbeing of Kesgrave residents.

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Requirements for Grants - Voluntary organisations or community groups wishing to be considered for a grant should write to the Town Council and include the following information:-

- The specific amount of the grant;
- What the funding is for;
- Breakdown of costs and any funds already raised;
- How the project will benefit Kesgrave and its residents and how many residents will benefit; (if possible an approximate breakdown of age groups too)
- Latest set of Accounts/full Financial Statement

The grant is not available to fund individuals, commercial or statutory organisations.

In making decisions they will observe the following guidelines:-

- Approvals will depend on sufficient funds being available within the overall grants budget;
- If the grants budget has been expended the Town Council will be empowered to authorise virements from savings elsewhere in the budget;
- The latest set of accounts or a full financial statement will be required with each application/s;
- Kesgrave organisations will receive preference for grants;
- Applications from County or national organisations will be considered if it can be shown that their activities provide positive benefits for Kesgrave people. Amounts of grants in such case will be limited.

The Town Council keeps its website regularly updated with financial information, with an easy to follow link to the financial information. The sort of information that local residents may want to look at includes:

- The Annual Accounts (Audited);
- The Annual Budget;
- The Annual Return;
- The Asset Register;
- Audit Reports;
- Monthly Expenditure over £500;
- Quarterly Budget Reports: 1st Quarter Financial Period, 2nd Quarter Financial Period and 3rd Quarter Financial Period.

Grant Applications by the Town Council – Various grant applications and bids will be made throughout the Council's financial year in order to endeavour to save council tax payers money. Funders include both local and national providers. Locally, the Council will continue to apply for financial assistance/partnership funding via SPARK (Sports and Recreation in Kesgrave), the District Councillors Enabling Communities Budgets, Active Communities grants, (via the District Council), the County Councillors Locality Funds, the Tesco Bag scheme and any other initiatives or "one-off" schemes which may come to the Town Council's attention. Nationally, funding will continue under the My Communities grant (Neighbourhood Planning), and Awards for All and National Lottery funding schemes.

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The Town Council and its Staff

There are currently 16 Town Councillors. Some are elected and some are co-opted. There is a Chairman of the Council and a Vice Chairman of the Council, with a Committee and Sub-Committee structure, where the said Committees/Sub-Committees also have Chairman and where appropriate, Vice Chairman.

The Town Council Office is part-time with a small part-time Officer Team. The Town Clerk holds the current CiLCA, (Certificate in Local Council Administration), qualification. Other Offices include the Responsible Financial Officer, the Service Development Co-ordinator, Service Development Administrator and Service Development Officer have a wealth of experience and skills-set to serve the Council and the Town. Added to compliment this are two-part-time job-share Caretaker/Litter Pick staff, a Youth Club Leader and three Youth Club Workers, together with Youth Club Volunteer Workers. An appraisal and PDP (personal development plan) system is in place for all staff, where personal and team targets relating to the Business Plan objectives are set.

- Training of Councillors and Staff - Kesgrave Town Council recognises that its most important resources are its “human resources”, i.e. its Councillors and Staff. The Council encourages Councillors and Staff to enhance their respective knowledge through training and development, to enable the Town Council to make the most effective contribution to its Council’s aims and objectives which serve the Kesgrave community.
- Some training is necessary to ensure compliance with all legal and statutory requirements. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their respective office.

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;
- 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 facility at reasonable hire rates. This is a not for profit service operated by the Council for its residents and local organisations.
- Street Furniture – The Town Council owns and maintains various benches, bins and bus shelters;

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- 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 owned and maintained by the Town Council;
- Kesgrave Market – The Council maintains and runs a 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 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.

Assessment of Risks

Risk Assessments are carried out for all of the Town Council’s services and activities, including its events like the Remembrance Service event, the Christmas Lighting Up, the Ice Skate Rink, Evening of Reflection, the Skateboard project, the Summer Fun Day, Senior Citizens Outing, Litter Pick, Fireworks, Youth Activities – Graffiti Art Workshop and Rapping and Beat-Boxing activities.

Activities/Town Community Events – During the Business Plan the Town Council will:

- Support local initiatives for safe and successful events in the community, and to promote the Town and the local community;
- Consider how best to fund and support community events;
- Host information about local clubs and organisations in the Town via the Kesgrave Town Guide, the Town Guide Website and the Town Council Website;
- Work with Suffolk Coastal District Council, Suffolk County Council, and other stakeholders to endeavour to influence any events that they are leading with in the District and County;

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- Promote key local events through the Town Council's social media feeds and the local press, radio and media.

Remembrance Event – The Town Council with the Kesgrave Royal British Legion, organises the Remembrance Service for the Town. The Service is held outside, near to the Kesgrave War Memorial at Legion Green, Kesgrave. Wreaths are laid and the two minutes silence is observed. The local Schools partake in the Service, along with the Cadet Forces and the Churches in the Town.

Christmas Lighting Up Event – Christmas is a magical time of the year in Kesgrave, where local residents, in particular our younger residents, community and voluntary groups and organisations and local businesses come together to the Rupert Fison Square, Kesgrave and see the official Christmas Lights Switch-On in the Town, whilst doing a spot of shopping at some of the stalls. This is an event enjoyed by all. The Kesgrave Singers and Singers from the local primary Schools come and join in, leading with the singing and the Christmas spirit really begins to work its magic powers!

Ice Skate Rink Event – During the Christmas Lighting Up Event in 2017 a weekend “pop-up” Ice Skate Rink was installed for the first time at the Rupert Fison Square, following generous contributions from all local District Councillors Enabling Communities Budgets towards this venture. Other activities alongside the rink included a Christmas Market and a stall serving hot food and drinks. This project was a huge success. Subject to funding and volunteers, the Ice Skate Rink will be a regular annual feature and form part of the lead up to Christmas in Kesgrave.

Evening of Reflection – December - On a Friday evening during each December, the Town Council holds its annual ‘Evening of Reflection’ at Legion Green (Near the Royal British Legion). You may ask what the event is about, who’s it for?

The Evening of Reflection is about remembering those that are no longer with us. Christmas is all about spending time with those we love but it’s also a time when we dearly miss those who are gone. The Town Council invites local residents to join us by hanging one of our stars, with a dedication from individual residents, on our Tree of Remembrance. Local people can join in with singing, which includes a few well-known Christmas Carols, or they can simply remember their loved ones at this poignant community event. Hot refreshments will be available to warm everybody up.

The memory stars can be collected from the Town Council Offices or the 2nd Stop Charity Shop. Alternatively, residents can visit our website; www.kesgravetowncouncil.org.uk to download and print a star.

Poignant and special messages can be written on the stars. Many local people find that it is special and helpful to meet with others for this event to remember together, our loved ones who have passed away, and even more so at Christmas time when family and friends are getting together and there is a spare chair and a gap around the table. A few prayers are said, and we sing two Carols.

Kesgrave Summer Fun Day – This is held on a Saturday during June. This popular and well-attended annual community event is organised by the Town Council for its local residents, schools, clubs and societies across the Town. There is always something for all ages, abilities and interests to see, hear and do. People can bring a picnic or buy something to eat and drink at the event. A full programme of information is publicised.

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The Kesgrave Summer Fun Day is an ideal way for our local clubs and organisations to “showcase” their activities and to celebrate these with the whole community. There are always lots of activities and events during the day, which are announced throughout the event, so that people know what is coming on next. The dog show allows local people to bring along their pooch for the event. Children’s races involve hopefully, Mums, Dads, and Grandparents with prizes for all. The event is free of charge and is organised by an Officer at the Town Council, with assistance from a very small volunteer team.

Senior Citizens Summer Outing – This is held mid-week during the day in August. It is another Town Council event organised by an Officer of the Council, with assistance from a volunteer team. In August 2017 our more mature residents were transported by coach to The Hut at Felixstowe. Some people decided to sit inside and relax, joining in for a game or two, including bingo. The popular delicious, traditional fish/sausage and chips supper was served, with of course – bread and butter and a pudding after the main meal. A raffle followed later on in the day. As the weather was glorious, people were able to go outside for a walk near the Promenade and enjoy an ice cream. Pick-up points are normally at the Kesgrave Community Centre, Bell Lane and the Millennium Jubilee Hall, Millennium Way, with a specially adapted bus for disabled and less able persons. Places are normally limited to 50 people and are pre-booked. All this for just £3.50 per resident. Non-residents can join the trip too for £5.00 each. Naturally, because the coach hire is expensive the Town Council has an earmarked budget for this annual outing and it is also supported by other funders too.

Litter Pick in Kesgrave – The Town Council supports initiatives organised by the District Council and in 2017, an Officer from the Town Council organised a volunteer litter pick in the Town on a Saturday morning. This project was hugely successful with many people from the community, of all ages, and from differing groups and organisations coming together to help to continue to make our Town a wonderful place to live, work and enjoy activities in.

Skate Park Project – During June 2017 a project was organised by the Town Council which was held at Cedarwood Primary School during the school half-term week. Volunteer skateboarding coaches, trained by top professional Denham Hill were on hand to lead the sessions, where over 70 children and young people attended. Following the success of the inaugural skatepark, it is hoped that subject to volunteers being able to help, that this project will be an annual one. The Town Council is aware that skateboarding has been accepted as an Olympic Sport for the 2020 games in Tokyo, where these sorts of events spark and interest young people and may lead to them taking up the sport seriously and being spotted as future Olympians.

Fireworks in Kesgrave – The Town Council helps to support this spectacular, hugely popular and successful community event in November, which is organised by Debbie McCallum a local resident and the landlady from the Bell Public Inn, Main Road, Kesgrave. It is held at the field area at Kesgrave High School and Debbie hires this area from the School. The gates are normally open from about 4pm with the fireworks starting at around 6pm. Tickets need to be purchased in advance and car parking is free of charge. The event normally includes hot food and drink stalls, live music, face painting for children, balloons and stilt walkers. All proceeds go towards the following year’s event for this not for profit community event in the Town.

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The spectacular Fireworks event in Kesgrave

Graffiti Art Workshop – One of the Town Council's Officer's organised this popular and well-received event for our younger residents in August 2017. The event was kindly supported by SPARK (Sport and Recreation in Kesgrave), who run the 2nd Stop Charity Shop in Kesgrave. The Workshop involved being taught about the genre; examples of graffiti art were both shown and demonstrated with participants being taught the basics. Designs were then practised with a pencil and paper, before the designs were transferred either onto a white baseball cap or canvas, that the young people could keep and take home with them. The Workshop is for young people aged 11-16 years, with a limit of 30 for the session and a nominal charge of £2 per person, for this pre-booked event. It is hoped that this will be a regular, annual event.

Rapping and Beatbox Workshop - One of the Town Council's Officer's organised this popular and well-received event for our younger residents in August 2017. The event was kindly supported by SPARK (Sport and Recreation in Kesgrave), who run the 2nd Stop Charity Shop in Kesgrave. This involved a brief introduction to the genre and artist. The participants were able to perform to this, before being taught how to structure a rap. They then got into groups or as individuals, with the help of the artist, (who also provided beats), some raps were written and some beat box interludes. After improving on the raps, the young people were then able to finally perform at the end of the session. The Workshop is for young people aged 11-16 years, with a limit of 30 for the session and a nominal charge of £2 per person, for this pre-booked event. It is hoped that this will be a regular, annual event.

Delivering the Business Plan

The Town Council will continue to track and monitor the Plan against the key priorities. The Business Plan will help the Town Council with:

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- The design and delivery of its services;
- Improving its facilities and services;
- Prioritisation and allocation of resources;
- Better value for money and improved best practice.



The Town Council's monthly Saturday morning Market

Next Steps – The Town Council will ensure that the goals, aspirations and outcomes/actions are delivered. A performance management approach has been set up to ensure that regular progress reviews will take place against the Business Plan. This will be led via the Town Council's Finance and Governance Committee and its Community and Recreation Committee, which meets at least bi-monthly, with reporting thereafter, to the full Council. These Committees will be evaluating progress as least every two months against the agreed Action Plan and the Town Council's agreed Budget. The actual Business Plan will be fully reviewed and updated annually, in line with how the Town Council's Budget systems work.

This Business Plan is a way of updating local people about Kesgrave Town Council's services and activities and asking for feedback about current and future projects for the Town.

For more information please visit the Town Council's website

www.kesgravetowncouncil.org.uk

Or email the Town Clerk townclerk@kesgravetowncouncil.org.uk

Telephone the Town Council offices (01473) 625179 or call in for a chat with the Clerk to:

*Kesgrave Town Council
Ferguson Way
Kesgrave, Suffolk, IP5 2FZ*

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Appendix

Kesgrave Town Council Future Projects/Events 2018- 2019

- Continuation of improvements to play areas/adoptions
- Kesgrave Fireworks (Annual Event)
- Remembrance Service (Annual Event)
- Christmas Tree Switch On (Annual Event)
- Evening of Reflection (Annual Event)
- Ice Skating (Annual Event)
- Kesgrave Fun Day (Annual Event)
- 2018 – Battles Over 1918-2018
- School Holiday Activities i.e. Mobile Skatepark (Annually)

Whilst many of these projects will require support by sponsorship, grants will also be applied for and the Town Council will require an annual maintenance budget for the ongoing upkeep/refurbishment of the play areas.