

# **KESGRAVE TOWN COUNCIL**

## **Minutes of the Full Town Council Meeting held on 18 March 2019**

### **Councillors present:**

K Archer  
N Beecroft-Smith (*Chairman of the Town Council*)  
A Comber  
D Fairbrother (*Vice-Chairman of the Town Council*)  
C Marsh  
P Mills  
R Spittle  
S Ventigila  
G Ward

### **Officers present:**

J Abbott – Town Clerk  
A Dougall – Responsible Financial Officer (RFO)  
J Catling-Green – Service Development Co-ordinator

**1. Welcome and to Receive Apologies for Absence** – The Chairman welcomed those present and also congratulated Mrs Abbott on her recent appointment as the new Town Clerk and Proper Officer. Apologies for absence were received from Councillors A Athwall, G Lynch, S Fairbrother and District Councillor D McCallum.

**2. Declaration of Interests** – None.

**3. Minutes of the last Meeting** – 18 February 2019, Full Council received, considered and agreed following the vote.

**4. Clerks/Officer Report/Update** – J Abbott informed the meeting that she had been contacted by 2 residents from Oxford Road, wanting to discuss how they can look to get the road adopted (it is currently a private road). They have been advised to initially make contact with their County Councillors as Suffolk County Council are the Highways Authority.

**5. Members of the Public** – there were 2 members of the public present, neither wished to speak at this point.

**6. County and District Councillor Reports** – District Cllr S Mower was thanked for her very detailed report, previously circulated (copy in minute book). Cllr Mower was present and informed the meeting that she would not be re standing for District in the upcoming elections.

### **7. Fully Funded PCSO Reports –**

- The PCSO reports were received and noted. (Copy of reports in minute book).

### **8. Finance & Governance –**

- a. Schedule of Accounts – These were presented and following the vote agreed by Council.
- b. Transfers from Savings Account - These were presented and following the vote agreed by Council.
- c. Reserves for year end 31 March 2018 – These were presented at the meeting by A Dougall, following the vote these were agreed by Council.
- d. Finance and Governance (F&G) meeting held 4 March – to receive, note and agree the following recommendations;

- Internal Audit Review/Plan – A Dougall advised there were no changes made. Following the vote, this was agreed by Council and signed by the Chairman, Mr Neal Beecroft-Smith.
- Risk Register – J Abbott informed the meeting the F&G committee added an additional item to the register, no.22-Service Level Agreements. Following the vote this was agreed by Council.
- KTC Asset Register – J Abbott advised the new equipment, ie; Stage, Barriers, PA System, KWMCC Play Area have all been added. It was also noted it would be useful to have additional columns for purchase price and current value of assets, along with a visual check being carried out. A Dougall will action this for the following year. Following the vote this was agreed by Council.
- KTC Meeting Schedule – J Abbott advised an additional F&G meeting has been added for 15 July 2019. Following the vote this was agreed by Council.
- Terms of Reference – J Abbott informed the meeting the F&G committee made the following amendments; under F&G and C&R, delegated authority, no1. 'excluding the use of reserves' was added. Under F&G delegated authority, no16. where membership should 'exclude' the Chairman of the Council was amended. There was also a 'typo' under delegated authority to the Town Clerk/RFO, no.3, this now reads 'To write off assets under the value of £350'. Following the vote this was agreed by Council.

**9. Millennium Jubilee Hall (MJH)** – J Abbott advised she had been contacted by Alice Grange Care Home requesting if the hall can continue to be their 'Place of Safety'. Following a discussion, it was agreed to advise Alice Grange that they could continue to use the hall and to provide a new agreement confirming that this will be reviewed annually. Cllr R Spittle added that All Saints Church and Hall can also be used if required.

**10. Planning & Development** – Planning & Development Committee meeting minutes, 18 February and 4 March were received and noted.

**11. Community & Recreation** – No update.

**12. Chairman's Communication** – Nothing to report.

**13. Other/Urgent Communications** – J Abbott advised the Q3 Library Report has been received and A Dougall confirmed the amount to be paid is £2,875. Following a discussion, it was voted and agreed by Council for payment to be made. Council also requested for Maggie Lusher, the Library Manager to be thanked for all her continued hard work.

*(The 2 members of the public left the meeting at this point - 7.41pm)*

**14. Date of Next Meeting** - The next meeting will be the Annual Town Council meeting and will be held on 13 May 2019 at 7.15pm, in the Council Chamber of the Town Council Offices.

**15. Agenda Items for Next Meeting** – None.

**16. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – Full Council considered and agreed following the vote.

*Agenda items 17, 18 and 19 were then discussed in the CONFIDENTIAL part of this meeting.*

**Chairman .....****Date.....**