



Kesgrave Town Council

Ferguson Way, Kesgrave, Ipswich, IP5 2FZ

Telephone: (01473) 625179

Email: enquiry@kesgravetowncouncil.org.uk

Website: www.kesgravetowncouncil.org.uk

Kesgrave Town Council

Full Town Council Meeting, Monday 18 March 2019 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the next Full Town Council meeting which will take place on **Monday, 18 March 2019 at 7.15pm** in the Council Chamber.

Yours sincerely

J Abbott

Joanna Abbott
Service Development Administrator
13 March 2019



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AGENDA

1. **Welcome and Apologies for Absence** – welcome and to receive apologies for absence.
2. **Declaration of Interests** – to receive, any interests, (these can be made at any point during the meeting).
3. **Minutes of the last Meeting** held on the 18 February 2019 – to receive, consider and agree. (Copy attached).
4. **Clerks/Officer Report/Update** – to note any matters arising and updates following on from the last meeting, not dealt with under any other agenda item.
5. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
6. **County and District Councillors Reports** – to receive and note. (Copy attached).
7. **Fully Funded PCSO Reports** – to receive and note. (Copy to follow).
8. **Finance & Governance** –
 - a. Schedule of Accounts – To consider and approve (details attached).
 - b. Transfers from Savings Account – To consider and approve (details attached).
 - c. Reserves for year end 31 March 2018 – To consider and approve.
 - d. Finance and Governance meeting held on 4 March (copy attached) to receive, note and agree the following recommendations;
 - Internal Audit Review/Plan
 - Risk Register
 - KTC Asset Register
 - KTC Meeting Schedule
 - Terms of Reference
9. **Millennium Jubilee Hall (MJH)** – to receive and consider the request from Alice Grange Care Home for the MJH to continue to be their 'place of safety' for 2019.
10. **Planning & Development** – Planning & Development Committee meeting minutes; 18 February and 4 March– To receive and note (copies attached).
11. **Community & Recreation** – to receive and note any updates.
12. **Chairman's Communication** – to receive.
13. **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 office by 12 noon on the day of the meeting).
14. **Date of Next Meeting** - the next meeting is the Annual Town Council Meeting and will be held on Monday 13 May 2019 at 7.15pm in the Council Chamber of the Town Council offices.
15. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
16. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.



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17. **Confidential Minutes –**
 - a. **Full Town Council meeting** held on 18 February 2019 (copy attached). To receive, consider and agree.
 - b. **Finance and Governance meetings** held 18 February (Extraordinary meeting) and 4 March (copies attached). To receive and note.
18. **Youth Club** – to receive an update.
19. **Staffing** –
 - a. To review all staff hours and salaries.
 - b. Caretakers – to receive an update.
 - c. Town Clerk and Proper Officer – to receive an update.