



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
Annual Town Council Meeting, Monday 13 May 2019 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Annual Town Council meeting which will take place on **Monday, 13 May 2019 at 7.15pm** in the Council Chamber.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
7 May 2019



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AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office** – to complete.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – to complete.
3. **All Councillors Declaration of Acceptance of Office** – to complete.
4. **Welcome and to Receive Apologies** – to note.
5. **Declarations of Interest** –
 - a. To receive.
 - b. Reminder for Completion of 'Register of Interest' and 'Candidate Expenses form'.
6. **Appointment of Committee Members** –
 - a. Finance & Governance (to agree).
 - b. Planning & Development (to agree).
 - c. Community & Recreation (to agree).
7. **Appointment of Council Representatives** – to receive, consider and agree. (Copy attached).
8. **Minutes of the last Full Town Council meeting held on the 18 March 2019** – to receive, consider and agree. (Copy attached).
9. **Chairman's Communication** – to note.
10. **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.
11. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
12. **County and District Councillor Reports** – to receive and note.
13. **Partnership Funded PCSO Reports** – to receive and note (copies attached).
14. **Finance & Governance** –
 - a. Annual Return 2018/19 – to approve the Accounts, Annual Return and Annual Governance Statement for 2018/19, along with any supporting documents, and to authorise the Chairman to sign the return on behalf of the Town Council. (Copies attached).
 - b. Internal Audit Report – to receive year-end Internal Audit Report and any responses to any recommendations. (Copy attached).
 - c. Schedule of Accounts – to consider and approve (details attached).
 - d. Transfer from Savings Account – to consider and approve (details attached).
 - e. Standing Orders 2019/20 (agreed at KTC 18 Feb 19) – to note (copy attached).
 - f. Financial Regulations 2019/20 (agreed at KTC 18 Feb 19) – to note (copy attached).
 - g. Terms of Reference 2019/20 (agreed at KTC 18 Mar 19) – to note (copy attached).
 - h. General Power of Competence – to review.
 - i. Risk Register (agreed at KTC 18 Mar 19) – to note (copy attached).
 - j. KTC Asset Register (agreed at KTC 18 Mar 19) – to note (copy attached).
 - k. KTC Meeting Schedule, additional dates added – to consider and approve (copy attached).
 - l. KTC Insurance 31 Mar 19 – to note. (schedule attached).
 - m. Subscriptions (SALC, NALC and ICM) – to receive, consider and approve.
 - n. KTC Policies, Procedures and Practices – to review.
 - o. Signatories – to review.
15. **Planning & Development** –
 - a. Planning and Development Committee meeting minutes; 18 March, 1 April, 15 April and 29 April - to receive and note (copies attached).



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- b. East Suffolk Council 'Parish and Town Council' Planning Forums – to receive and agree for a member of the Planning & Development Committee to attend with the Clerk, on Friday 7 June, 9.30am – 12pm at East Suffolk House, Melton.
16. **Neighbourhood Plan (NP)** – to receive a brief presentation from the NP Chairman on the Draft NP, which the sub-committee would like to submit to East Suffolk Council - to consider and agree. (Latest version of the Draft NP to follow under a separate email).
17. **Community & Recreation** –
 - a. Community and Recreation Committee meeting minutes; 15 April – to receive and note (copy attached).
 - b. Tuesday Night Youth Club (4YP) – to receive and agree a request from 4YP to have use of the MP room, 1 day a week, for 5 weeks of the 6-week summer holiday.
18. **Report from Clerk and Press Officer** – to receive.
19. **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).
20. **Date of Next Meeting** - the next Full Town Council Meeting will be held on Monday 24 June 2019 at 7.15pm in the Council Chamber of the Town Council offices.
21. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
22. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
23. **Confidential Minutes** –
 - a. **Full Town Council meeting** held on 18 March 2019 (copy attached). To receive, consider and agree.
24. **Staffing** –
 - a. Additional Hours for RFO (Responsible Financial Officer) To review and agree.
 - b. Caretakers – to receive an update.