

KESGRAVE TOWN COUNCIL

Minutes of the Annual Town Council Meeting held on 13 May 2019

Councillors present:

K Archer
A Athwall
N Beecroft-Smith
P Carr
A Comber
D Fairbrother
R Gibson
J Ogden
S Ventigila
G Ward

Officers present:

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

1. Election of Chairman and Declaration of Acceptance of Office – Cllr N Beecroft-Smith was proposed, seconded and duly elected to serve as Chairman. He read and signed his declaration of Office which was countersigned by the Clerk.

2. Election of Vice Chairman and Declaration of Acceptance of Office – Cllr D Fairbrother, Cllr J Ogden and Cllr K Archer were proposed and seconded. Cllr K Archer withdrew his proposal. A vote was taken, Cllr D Fairbrother received 1 vote, Cllr J Ogden received 8 votes. There was 1 abstention. Cllr J Ogden was duly elected and signed his Declaration of Acceptance of Office which was countersigned by the Clerk.

3. All Councillors Declaration of Acceptance of Office – The remaining 8 Councillors present all signed their Declaration of Acceptance of Office which were all countersigned by the Clerk.

4. Welcome and to Receive Apologies – Cllr Beecroft-Smith welcomed all those present and congratulated all 3 East Suffolk Councillors on being elected. Apologies were received from East Suffolk and County Cllr Lawson, East Suffolk Cllr McCallum and Town and East Suffolk Cllr Lynch. All 3 Cllrs were in attendance of an East Suffolk Council meeting being held in Melton. Cllr Beecroft-Smith then went around the table for all Officers and Town Cllrs to introduce themselves.

5. Declarations of Interest –

- a. Two declarations of interest noted, both non-pecuniary, Cllr A Comber item 14 and Cllr J Ogden item 14. (Signed list in the minute folder).
- b. J Abbott reminded all Cllrs to complete the 'Register of Interest' online and confirmed all Cllrs 'Candidate Expenses form', which were handed into the office will be sent to East Suffolk Council this week. Cllr D Fairbrother advised he had not received an email from East Suffolk Council to complete his 'Register of Interest', J Abbott will look into.

6. Appointment of Committee Members –

- a. Finance & Governance (F&G) – the following Cllrs were voted and agreed to serve on this committee;
Cllr A Athwall
Cllr Beecroft-Smith
Cllr A Comber
Cllr D Fairbrother
Cllr G Lynch
Cllr J Ogden
- b. Planning & Development (P&D) – the following Cllrs were voted and agreed to serve on this committee;
Cllr K Archer
Cllr A Athwall
Cllr Beecroft-Smith
Cllr R Gibson
Cllr G Ward
- c. Community & Recreation (C&R) – the following Cllrs were voted and agreed to serve on this committee;
Cllr A Athwall
Cllr P Carr
Cllr A Comber
Cllr G Lynch
Cllr J Ogden
Cllr S Ventriglia

7. Appointment of Council Representatives – J Abbott advised the positions, which were not yet filled. Cllr G Ward proposed himself as the Emergency Planning Representative, Cllr R Gibson proposed himself as the Patient Participation Group Representative and Cllr P Carr proposed himself as the SPARK Representative. Following the vote all the Kesgrave Town Council Representatives were agreed. (Copy of the full list in the minute book).

8. Minutes of the last Full Town Council meeting held on 18 March 2019 – Full Council received, considered and agreed following the vote (9 agreed, 1 abstention).

9. Chairman's Communication – Cllr Beecroft-Smith thanked everyone around the table for standing as Town Councillors, he also congratulated Cllr J Ogden on being Vice Chairman. He thanked Debbie McCallum for her continued hard work and to the success of the Kesgrave 5k Fun Run and Easter Egg Hunt. He also thanked Chris Marsh for her work with the Litter Pick, which was well attended by the community. He reminded all of the Annual Town Meeting next Monday and to the Fun Day on 8 June, where the NP will have a stand. The Chairman thanked all previous Town Councillors who had served over the last 4 years. Special thanks were given to Pat Mills and Rev Robin Spittle for their long service and commitment to the Town.

10. Clerks/Officer Report/Update – J Abbott confirmed nothing to report.

11. Members of the Public – there were 2 members of the public present. One member of the public raised questions on the Draft Neighbourhood Plan (NP), these questions were answered by the Chairman of the NP, Cllr R Gibson and it was also noted that most points would be covered by his report under item 16. The second member of the public requested for future Town Council meetings to be listed in the local In-Touch magazine.

12. County & District Councillor Reports – J Abbott advised East Suffolk Cllr D McCallum had confirmed Suffolk County Council Highways have contacted her to say they will tarmac the footpath along Main Road from Dr Watson's Lane towards the High School, date not given but due to start soon. Cllr McCallum also advised that she is looking into how and when the gulley's are cleared in Kesgrave due the recent flooding in parts of the Town. It was requested for the East Suffolk Councillors to provide written reports for future Town Council meetings.

13. Partnership Funded PCSO Reports – The PCSO reports were received and noted. (Copy of reports in minute book).

14. Finance & Governance –

- a. Annual Return 2018/19 – This was presented by A Dougall. The Annual Governance Statement for 2018-19 Section 1 of AGAR (Part 3) was discussed, completed and approved by the Councillors. The Chairman and Clerk signed the completed form. Section 2 Accounting Statement for 2018/19 (AGAR Part 3) was then presented, along with the supporting documents. Councillors received, considered, approved, and following the vote the Chairman signed the return on behalf of the Town Council. It was noted that the Internal Auditor had completed the section – Annual Internal Audit Report 2018/19. It was agreed that the AGAR Return (Part 3) could be submitted to PKF Littlejohn, external auditors by A Dougall. The Councillors agreed that the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return should be available for inspection for the PKF Littlejohn recommended period 17 June 19 to 26 July 19.
- b. Internal Audit Report – This was presented by A Dougall. The Auditor confirmed “that the accounting records were kept in first-rate order and that the Council's financial regulations had been properly applied...”. Additional comments were: 1) The software package suffers a rounding flaw. 2) The heading on the Supporting statement ‘Outstanding Debts’ was misleading – this has now been changed to ‘Debtors (outstanding income due to the Council). 3) To consider higher interest savings accounts. Following the vote - agreed by Council.
- c. Schedule of Accounts were presented by A Dougall for the period 18/3/19 to 31/3/19 and the list of payments to 17 March 19 (not on the previous schedule due to timing differences) – Following the vote agreed by Council.
- d. Transfers from Savings Account to 31 Mar 19 - These were presented by A Dougall and following the vote agreed by Council.
- e. Standing Orders 2019/20 (agreed at KTC 18 Feb 19) – These were noted and following the vote agreed by Council.
- f. Financial Regulations 2019/20 (agreed at KTC 18 Feb 19) – These were noted and following the vote agreed by Council.
- g. Terms of Reference 2019/20 (agreed at KTC 18 Mar 19) – These were noted and following the vote agreed by Council.
- h. General Power of Competence – J Abbott advised that whilst we now have 11 elected members, she, as the Clerk does not currently have her CiLCA qualification. It was advised that this matter be further discussed in approximately 6 months' time to allow her time to have her Clerk training and obtain her CiLCA qualification.
- i. Risk Register (agreed at KTC 18 Mar 19) – it was noted that the Mobile Skate Park can now be taken off as it is no longer in the Town Council's possession. Following the vote this was agreed by Council.
- j. KTC Asset Register (agreed at KTC 18 Mar 19) – This was noted and following the vote agreed by Council.
- k. KTC Meeting Schedule, additional dates added – It was noted that the date for the next P&D meeting needs amending to 20 May, being held at the MJH. Following the vote this was agreed by Council.

- l. KTC Insurance 31 Mar 19 – this was noted by Full Council.
- m. Subscriptions - These were presented by A Dougall and following the vote, subscriptions for SALC, NALC, ICCM, Payroll Manager annual licence and ICO Data Protection were agreed by Council. It was agreed that the SLLC membership would not be renewed and SALC – Foundation award panel fee may be renewed at a later date.
- n. KTC Policies, Procedures and Practices – J Abbott advised that whilst it is good practice to review these at this meeting, staff shortages mean that it has not been possible. It was agreed that this will be deferred to be monitored/reviewed by the F&G Committee.
- o. Signatures – A Dougall advised these will now need to be updated. It was agreed for Cllrs Beecroft-Smith and Comber to remain as signatories along with Mrs A Dougall. The following are to be added; Mrs J Abbott and Cllrs A Athwall and R Gibson. The correct paperwork to be processed at the F&G meeting on 3 June.

15. Planning & Development –

- a. Planning & Development Committee meeting minutes, 18 March, 1 April, 15 April and 29 April were received and noted.
- b. East Suffolk Council 'Parish and Town Council' Planning Forums – it was agreed for Cllr A Athwall to attend with the Clerk, on Friday 7 June, 9.30am – 12pm at East Suffolk House, Melton.

16. Neighbourhood Plan (NP) – Cllr R Gibson and Chair of the NP gave a full report to Council (a copy is attached to these minutes). Following the vote it was agreed for the NP Sub-Committee to proceed with submitting the latest Draft NP to East Suffolk Council.

17. Community & Recreation –

- a. Community and Recreation Committee meeting minutes, 15 April were received and noted.
- b. Tuesday Night Youth Club (4YP) – J Catling-Green advised of the request received from 4YP to have use of the MP room, 1 day a week, for 5 weeks of the 6-week summer holiday, to provide a full programme of free activities, following the vote this was agreed and supported by Council.

18. Report from Clerk and Press Officer – J Abbott confirmed the 3 new Cllrs will each have a 'mentor' to help them settle into their role;

Cllr N Beecroft-Smith to Cllr J Ogden

Cllr A Comber to Cllr Rod Gibson

Cllr K Archer to Cllr P Carr

J Abbott advised that the 'NALC – Good Councillor Guide' is on the Town Council website for all Councillors to refer to and a hard copy can be requested from the office if needed. J Abbott also advised SALC will provide Councillor training courses, which she recommends for all Town Councillors to attend, further information on this will follow. It was discussed there are currently 5 Councillor Vacancies and how the Council wish to fill these seats. It was agreed for any person wishing to be co-opted to provide a resumé, which Council will consider at the next appropriate meeting. The office will also review on how to publicise the vacancies.

19. Other/Urgent Communications – The Council were reminded of the Annual Town Meeting, which will be held at the Millennium Jubilee Hall on Monday 20 May at 7.15pm.

20. Date of Next Meeting - The next Full Town Council meeting and will be held on Monday 24 June 2019 at 7.15pm, in the Council Chamber of the Town Council Offices. Cllr A Athwall gave her apologies for this meeting.

21. Agenda Items for Next Meeting – Cllr R Gibson requested for an agenda item to be added under Planning & Development for the outcome of the NP submission.

(The 2 members of the public left the meeting at this point – 9.10pm)

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

Agenda items 23 and 24 were then discussed in the CONFIDENTIAL part of this meeting.

Chairman Date

DRAFT