



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 24 June 2019 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Town Council meeting which will take place on **Monday, 24 June 2019 at 7.15pm** in the Council Chamber.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
19 June 2019



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AGENDA

1. **Welcome and to Receive Apologies** – to note.
2. **Declarations of Interest** – to receive, any interests, (these can be made at any point during the meeting).
3. **Minutes of the last Town Council meeting (ATCM) held on the 13 May 2019** – to receive, consider and agree. (Copy attached).
4. **Chairman's Communication** – to note.
5. **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.
6. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
7. **County and District Councillor Reports** – to receive and note.
8. **Partnership Funded PCSO Reports** – to receive and note.
9. **Finance & Governance** –
 - a. Schedule of Accounts – to consider and approve (details attached).
 - b. Transfer from Savings Account – to consider and approve (details attached).
 - c. Finance & Governance meeting held on 3 June (copy attached) to receive, note and agree the following recommendations;
 - KTC Policies –
10. **Planning & Development** –
 - a. Planning & Development Committee meeting minutes; 20 May, 3 June and 17 June – to receive and note (copies attached).
 - b. Terms of Reference – to amend following 'Transport and Pedestrian matters' being transferred to the Community & Recreation committee.
11. **Neighbourhood Plan (NP)** – to receive an update.
12. **Community & Recreation** –
 - a. Community and Recreation Committee meeting minutes; 17 June – to receive and note (copy attached).
 - b. Foxhall Road, Kesgrave – to consider.
 - c. Kesgrave Fun Day – to receive, consider and agree a date for 2020.
13. **Kesgrave Post Office** – to receive and review.
14. **Report from Clerk and Press Officer** – to receive.
15. **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).
16. **Date of Next Meeting** - the next Full Town Council Meeting will be held on Monday 29 July 2019 at 7.15pm in the Council Chamber of the Town Council offices.
17. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
18. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.



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19. Confidential Minutes –

- a. **Town Council meeting (ATCM)** held on 13 May 2019 (copy attached). To receive, consider and agree.
- b. **Finance & Governance Committee meeting** held on 3 June (copy attached) to receive, note and agree the following recommendations;
 - Staff Handbook – to agree.
 - Job Descriptions – to agree.

20. Staffing Matters –

- a. **SOS-HR** – to receive an update.
- b. **Salaries** – to receive and consider.