



# Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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## Town Council Meeting, Monday 16 March 2020 at 7.15pm

Dear Councillors

### Notice of Meeting

You are summoned to attend the Town Council meeting which will take place on **Monday 16 March 2020 at 7.15pm** in the Council Chamber.

Yours sincerely

*J Abbott*

Joanna Abbott  
Town Clerk  
11 March 2020

## AGENDA

1. **Welcome and Apologies for Absence** – welcome and to receive and accept any apologies for absence.
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** held on the 17 February 2020 – 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 (copies attached).
9. **Finance & Governance** –
  - a. Finance & Governance Committee meeting minutes; 2 March – to receive, consider and agree the following: -
    - Internal Audit Review/Plan
    - Risk Register
    - KTC Asset Register
    - KTC Meeting Schedule
    - Financial Regulations 2020/21
  - b. Schedule of Accounts – to consider and approve (details attached).
  - c. Reserves for year end 31 March 2020 – to consider and approve.
  - d. Library Grant Report - to receive, consider and agree payment – 3rd quarter (Oct-Dec, 2019/20 budget) – (paper attached).
10. **Planning & Development** –

Planning & Development Committee meeting minutes; 2 March 2020 – to receive and note (copy attached).
11. **Neighbourhood Plan (NP)** – to receive an update.
12. **Community & Recreation** –
  - a. Rupert Fison Square – to receive any update.
  - b. Foxhall Road / Bell Lane – to receive any update.
  - c. Woodbridge and District ASB Meeting 5 March 2020 – to receive a verbal update from Cllr A Comber.
  - d. East Suffolk Community Partnership Workshop 20 Feb 2020 – to receive a verbal update from Cllr A Comber.
13. **Suffolk Association of Local Councils (SALC)** – Suffolk Coastal Area Forum held 12 March 2020 – to receive a verbal update from Cllr R Gibson.
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 meeting is the Annual Town Meeting, which will be held at the Millennium Jubilee Hall (MJH) on Monday 27 April 2020 at 7.15pm.
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.
19. **Confidential Minutes** –
  - a. **Town Council meeting** held on 17 February 2020 (copy attached). To receive, consider and agree.
  - b. **Finance & Governance meeting** held on 2 March 2020 (copy attached). To receive and note.

20. **Public Open Space and Land Ownership** –
  - a. Project ELH Proposal – to receive an update.
  - b. Longstrops – to receive an update.
21. **Staffing Matters** –
  - a. Youth Club – to receive an update.