



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Town Council Meeting, Monday 22 June 2020 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Town Council meeting which will take place online via Microsoft Teams on **Monday 22 June 2020 at 7.15pm**.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
17 June 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) and to remind all Councillors to review/update their ‘register of interest’.
3. **Chairman and Vice-Chairman of the Town Council** – following the cancellation of the Annual Town Council meeting due to Covid-19, to consider and agree these positions for the next Council year 2020/21.
4. **Minutes of the last Town Council meeting** held on the 16 March 2020 – to receive, consider and agree. (Copy attached).
5. **Town Councillor Resignation** – to note.
6. **Kesgrave Town Council Covid-19** –
 - a. Kesgrave Emergency Support – to receive an update.
 - b. KTC Committees and members – to agree.
 - c. KTC Representatives – to agree (copy attached).
 - d. Annual Town Meeting – to advise.
 - e. KTC Office – to receive an update.
 - f. KTC IT Equipment – to consider and agree.
7. **Chairman’s Communication** – to note.
8. **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.
9. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
10. **County and District Councillor Reports** – to receive and note.
11. **Partnership Funded PCSO Reports** – to receive and note (copies attached).
12. **Finance & Governance** –
 - a. Internal Audit Report – to receive year-end Internal Audit Report (19/20) and any responses to recommendations (completed Action Plan for 18-19 Internal Audit attached).
 - b. Annual Return 2019/20 – to approve the Accounts, Annual Returns and Annual Governance Statement for 2019/20 (Section 1 Part 3 then Section 2 Part 3) along with any supporting documents, and to authorise the Chairman to sign the return on behalf of the Town Council. (Copies attached).
 - c. Schedule of Accounts –
 - List of payments for the periods 16/03/20 to 31/03/20 (19/20), 01/04/20 to 10/06/20 (20/21). and additional payments not on previous schedule 17/02/20 to 15/3/20 – to consider and approve (details attached).
 - List of Receipts for the periods 17/02/20 to 31/03/20 (19/20) and 01/04/20-10/06/20 (20/21) - to consider and approve (details attached).
 - d. Transfer from Savings Account – to consider and approve (details attached).
 - e. Amended KTC Insurance 20/21 which includes 19/20 additions and disposals – to note. (schedule attached).
 - f. Subscriptions and Memberships paid in 19/20, to review for 20/21 – to receive, consider and approve.
13. **Planning & Development** –

Planning & Development Committee meeting minutes; 16 March 2020 and 1 June 2020 (copies attached) – to receive, consider and agree the following recommendation –

 - KTC formal response to ESC - Suffolk Coastal Local Plan Consultation on Main Modifications
14. **Neighbourhood Plan (NP)** – to receive an update.
15. **Community & Recreation** –
 - a. Community & Recreation Committee meeting minutes; 15 June 2020 – to receive and note.
 - b. Rupert Fison Square – to receive an update.
 - c. Foxhall Road / Bell Lane – to receive any update.
 - d. Kesgrave Market – to receive an update.
 - e. KTC Van Policy – to receive, consider and agree (copy attached).

16. **Land Adoption** – to receive, consider and agree.
17. **Report from Clerk and Press Officer** – to receive.
18. **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).
19. **Date of Next Meeting** – Monday 20 July at 7.15pm online via Microsoft Teams.
20. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.

21. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.

22. **Confidential Minutes of the Town Council meeting** held on 16 March 2020 (copy attached). To receive, consider and agree.

23. **Public Open Space and Land Ownership** –
 - a. Project ELH Proposal – to receive any update.
 - b. Longstrops – to receive an update.
24. **Staffing Matters** – update on all members of staff following the Covid-19 pandemic.