



# Kesgrave Town Council

Clerk: Mrs Joanna Abbott

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## Town Council Meeting, Monday 21 June 2021 at 7.15pm

Dear Councillors

### Notice of Meeting

You are summoned to attend the Town Council meeting which will take place on Monday 21 June 2021 at 7.15pm in the **Jubilee Room, Millennium Jubilee Hall (MJH), Millennium Way.**

Yours sincerely

*J Abbott*

Joanna Abbott  
Town Clerk  
16 June 2021

## 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 Annual Town Council meeting** held on the 4 May 2021 – 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; 7 June 2021 – to receive, consider and agree the following F&G recommendations: -
    - Policies
    - Business Plan
  - b. Schedule of Accounts –
    - List of Payments for the period 01/04/2021 to 20/06/2021 – to consider and approve (details attached).
    - List of Receipts for the period 01/04/2021 to 20/06/2021 – to consider and approve (details attached).
  - c. Transfer from Savings Account and the KTC Card Payments Account – to consider and approve (details attached).
  - d. Internal Audit Report – to receive year-end Internal Audit Report (20/21) and any responses to recommendations.
  - e. Annual Return 2020/21 – to approve the Accounts, Annual Returns and Annual Governance Statement for 2020/21 (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).
10. **Planning & Development** – Committee meeting minutes; 24 May 2021 and 7 June 2021 (copies attached). To note the following:
  - Neighbourhood Plan (NP) ‘Made’ 26 May 2021.
11. **Community & Recreation** –
  - a. Community & Recreation Committee meeting minutes; 12 April 2021 – to receive and note (copy attached).
  - b. Kesgrave High School Pen Pal Scheme – to receive an update from the Clerk.
  - c. Kesgrave Underpasses, Partnership working – to receive an update from the Clerk.
  - d. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 17 May 2021 – to receive a verbal update from the Clerk.
12. **Kesgrave Library Premises** – to receive.
13. **Report from Clerk and Press Officer** – to receive.
14. **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).
15. **Date of Next Meeting** – Monday 26 July 2021 at 7.15pm – Location TBC
16. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.

18. **Confidential Minutes –**
  - a. **Annual Town Council meeting** held on 4 May 2021 (copy attached). To receive, consider and agree.
  - b. **Finance & Governance meeting** held on 7 June 2021 (copy attached). To receive and note.
19. **Public Open Space and Land Ownership –**
  - a. Project ELH – to receive an update.
  - b. Longstrops – to receive an update.
  - c. Ashdale Road – to receive an update.
20. **Cedarwood Green –** to receive an update.