



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

Tel: 01473 625179 Email: enquiry@kesgravetowncouncil.org.uk

Town Council Meeting, Monday 27 September 2021 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Town Council meeting which will take place on Monday 27 September 2021 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
22 September 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 Town Council meeting** held on the 26 July 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; 6 September 2021 – to receive and note (copy attached).
 - b. Schedule of Accounts –
 - List of Payments for the period 26/07/2021 to 26/09/2021 – to consider and approve (details attached).
 - List of Receipts for the period 26/07/2021 to 26/09/2021 – to consider and approve (details attached).
 - c. Transfer from Savings Account and the KTC Card Payments Account – to consider and approve (details attached).
 - d. Forecast Year-end Income & Expenditure report for 2021/22 – to consider and approve (details attached).
 - e. Version 2 Draft Budget 2022/23 – to review any requests for consideration – to consider and approve (details attached).
 - f. External Auditor Report for year-ended 31 March 2021 by PKF Littlejohn LLP – to receive and note (details attached).
10. **Planning & Development** – Committee meeting minutes; 2 August 2021, 16 August 2021, 6 September 2021 and 20 September 2021 – to receive and note (copies attached).
11. **Community & Recreation** –
 - a. Community & Recreation Committee meeting minutes; 20 September 2021 – to receive and note (copy attached).
 - b. Kesgrave Underpasses Partnership meeting 7 September – to receive an update from the Clerk.
 - c. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 16 September 2021 – to receive a verbal update from the Clerk.
 - Bell Lane Traffic Survey – to receive an update.
12. **Suffolk Climate Change Partnership** – to receive an update from the Clerk.
13. **Town Councillor Vacancies** – to discuss recruitment and interest from the community in becoming a Town Councillor.
14. **Suffolk Association of Local Councils (SALC) AGM 29 July 2021** – to receive a verbal update from Cllr Gibson.
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** – Monday 18 October 2021 at 7.15pm – Town Council office.
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. **Full Town Council meeting** held on 26 July 2021 (copy attached). To receive, consider and agree.
 - b. **Finance & Governance meeting** held on 6 September 2021 (copy attached). To receive and note.
20. **Public Open Space and Land Ownership –**
 - a. Project ELH – to receive any update.
 - b. Longstrops – to receive an update.
21. **Staffing Matters –**
 - a. Estate Operative – to receive an update on the new recruitment.