



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 21 March 2022 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Town Council meeting which will take place on Monday 21 March 2022 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
15 March 2022

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 21 February 2022 – 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** – to receive an update.
9. **Finance & Governance** –
 - a. Committee meeting minutes; 7 March 2022 (copy attached) – to receive, consider and agree the following recommendations;
 - Draft Internal Audit Review and Plan for year ending 31 March 2022
 - Draft Risk Register 2022/23
 - Draft KTC Financial Regulations 2022/23
 - Draft Internal Control Statement and Report for year ending 31 March 2022
 - Draft Risk Assessment Folder front sheet 2022/23
 - Draft KTC Investment Policy & Strategy 2022/23
 - Draft KTC Standing Orders 2022/23
 - Draft KTC Terms of Reference 2022/23
 - b. Schedule of Accounts –
 - List of Payments for the period 21/02/2022 to 20/03/2022 – to consider and approve (details attached).
 - List of Receipts for the period 21/02/2022 to 20/03/2022 – to consider and approve (details attached).
 - c. Transfer from Savings Account and the KTC Card Payments Account – to consider and approve (details attached).
 - d. MJH – outstanding hirers payments (debtors) – to receive an update.
 - e. KTC Asset Register for the year ending 31 March 2022 - to consider and approve (details attached).
 - f. Projected Reserves for the year ending 31 March 2022 – to receive.
10. **Planning & Development** –
 - a. Committee meeting minutes; 21 February 2022 and 7 March 2022 (copies attached) – to receive and note.
11. **Community & Recreation** –
 - a. Kesgrave/Martlesham Underpass Project – to receive an update from the Clerk.
12. **KTC Office Boiler** – to consider and agree a replacement for an energy efficiency boiler (paper attached).
13. **Kesgrave Climate Emergency and Conservation** – to receive an update from the Clerk/Cllr Comber.
14. **Kesgrave Town Council owned Street Lighting** – to consider and agree the upgrade of all lighting to LED, in line with all SCC owned street lighting in Kesgrave (paper attached).
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 25 April 2022 at 7.15pm – Town Council office and a reminder for the Annual Town Meeting, Monday 11 April 2022, 7.15pm at the Millennium Jubilee Hall.
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 21 February 2022 (copy attached). To receive, consider and agree.
20. **Public Open Space and Land Ownership –**
 - a. Longstrops – to receive an update from Cllr Gibson.