



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 20 June 2022 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Full Town Council meeting which will take place on Monday 20 June 2022 at 7.15pm in the **Council Chamber, Town Council Office.**

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
15 June 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 Annual Town Council meeting** held on the 23 May 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. Schedule of Accounts –
 - List of Payments for the period 01/04/2022 to 31/05/2022 – to consider and approve (details attached).
 - List of Receipts for the period 01/04/2022 to 31/05/2022 – to consider and approve (details attached).
 - b. Internal Audit Report 2021-22 – to receive year-end Internal Audit Report and any responses to recommendations.
 - c. Annual Return 2021-22 – to approve the Annual Return (AGAR) along with any supporting documents (as listed below), and to authorise the Chairman to sign the return on behalf of the Town Council. (Copies attached).
 - Supporting Statement for the year ended 31 March 2022
 - Balance Sheet as at 31 March 2022
 - Income & Expenditure Account for the year ended 31 March 2022
 - Annual Governance Statement for 2021_22 Annual Internal Audit Report (page 3)
 - Annual Governance Statement for 2021_22 Section 1 Part 3 (page 4)
 - Annual Governance Statement for 2021_22 Section 2 Part 3 (page 5)
 - Supporting documents:-
 - Explanation of any significant variances in section 2
 - Reconciliation between Box 7 and Box 8 in section 2
 - Reserves reconciliation for the Annual Return 31 March 2022
 - Bank: Cash and Investment reconciliation as at 31 March 2022
 - Confirmation of the dates of the period for the exercise of public rights form
 - d. CIL receipts summary spreadsheet as at 31 March 2022 – for information only.
 - e. Library Grant funding request for Qrt 4 (2021_22) – to approve funding (report attached).
10. **Planning & Development** –
 - a. Committee meeting minutes; 23 May 2022 and 13 June 2022 (copies attached) – to receive and note.
11. **Community & Recreation** –
 - a. 4YP Outreach Youth Work, extend current agreement – to consider and agree.
 - b. Millennium Jubilee Hall (MJH) Cleaning Services – to consider and agree.
12. **Solar Panels for Town Council office and additional panels at MJH** – to receive an update on install.
13. **Community Governance Review, Consultation on the Draft Recommendations** – <https://www.eastsuffolk.gov.uk/elections/community-governance-review-cgr/east-suffolk-council-community-governance-review-2021-2022/> – to receive and note.
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 18 July 2022 at 7.15pm, Town Council office.

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 23 May 2022 (copy attached). To receive, consider and agree.
19. **Public Open Space and Land Ownership** –
 - a. Longstrops – to receive any update
 - b. Staffing Matters – to receive an update from the Clerk on recruitment.