



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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

Annual Town Council Meeting, Tuesday 4 May 2021 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Annual Town Council meeting which will take place online via Microsoft Teams on **Tuesday 4 May 2021 at 7.15pm**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
28 April 2021

NB: If members of the public wish to attend the meeting, then please refer to our [website for login details](http://www.kesgravetowncouncil.org.uk)
www.kesgravetowncouncil.org.uk

AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office** – to agree and complete.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – to agree and complete.
3. **Welcome and Apologies for Absence** – welcome and to receive and accept any apologies for absence.
4. **Declarations of Interest** –
 - a. to receive, any interests, (these can be made at any point during the meeting).
 - b. Reminder to all Councillors to check and update 'Register of Interest' via the ESC website.
5. **Appointment of Committee Members** –
 - a. Finance & Governance (to agree).
 - b. Planning & Development (to agree).
 - c. Community & Recreation (to agree).
6. **Appointment of Council Representatives** – to receive, consider and agree (copy attached).
7. **Minutes of the last Town Council meeting** held on the 15 March 2021 – to receive, consider and agree. (Copy attached).
8. **Chairman's Communication** – to note.
9. **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.
10. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
11. **County and District Councillor Reports** – to receive and note.
12. **Partnership Funded PCSO Reports** – to receive and note (copies attached).
13. **Finance & Governance** –
 - a. Schedule of Accounts –
 - List of Payments for the period 15/03/2021 to 31/03/2021 – to consider and approve (details attached).
 - List of Receipts for the period 15/03/2021 to 31/03/2021 – to consider and approve (details attached).
 - b. Transfer from Savings Account and the KTC Card Payments Account – to consider and approve (details attached).
 - c. Final KTC Asset Register 2020/21 – updated with storage container purchased in March 2021 – to consider and approve (details attached).
 - d. KTC Insurance Schedule for 2021/22– to note (copy attached).
 - e. Subscriptions & Memberships paid in 2020/21 – to review for 2021/22 (details attached).
 - f. Response to the internal Auditor Report for year ended 31 March 2020 – to review (details attached).
 - g. MJH – outstanding hirers' payments (debtors) – to receive an update.
 - h. KTC Policies – to receive an update.
14. **Planning & Development** – Committee meeting minutes; 15 March, 29 March, 12 April and 26 April. (copies attached).
15. Neighbourhood Plan (NP) – to receive an update.
16. **Community & Recreation** –
 - a. Community & Recreation Committee meeting minutes; 12 April – to receive and note (copy attached).
 - b. Woodbridge and District ASB Meeting 15 Apr 2021 – to receive a verbal update from Cllr A Comber.
17. **Local Authority Remote Meetings: Call for Evidence** – to consider and agree KTC and individual responses to the online consultation. (paper attached).
18. **Suffolk Association of Local Councils (SALC); Area Forum – 25 March 2021** – to receive a verbal report from Cllr Gibson.
19. **Report from Clerk and Press Officer** – to receive.
20. **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).
21. **Date of Next Meeting** – Monday 21 June 2021 at 7.15pm Location TBC.

22. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
23. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
24. **Confidential Minutes – Town Council meeting** held on 15 March 2021 (copy attached). To receive, consider and agree.
25. **Public Open Space and Land Ownership** –
 - a. Project ELH – to receive any update.
 - b. Longstrops – to receive an update and agree next steps.
 - c. Ashdale Road – to receive an update.