



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Annual Town Council Meeting, Monday 23 May 2022 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Annual Town Council meeting which will take place on Monday 23 May 2022 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
18 May 2022

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 25 April 2022 – 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** – to receive an update.
13. **Co-Option of Town Councillor** – to receive and consider (paper attached).
14. **Finance & Governance** –
 - a. Transfer from Savings Account and the KTC Card Payments Account – to consider and approve (details attached).
 - b. Action Plan for the Internal Auditor Report for year ended 31 March 2021 – to review (details attached).
 - c. Detailed Income & Expenditure Report for the year ended 31 March 2022 - to review (details attached).
 - d. Budget Variance Report for the year ended 31 March 2022 - to review (details attached).
 - e. Trial Balance for March 2022 - to review (details attached).
 - f. CIL Annual Report for 2021/22 - to consider and approve (details attached).
 - g. Earmarked Reserves as at 31 March 2022 - to consider and approve (summary and detailed reports attached).
 - h. Town & Parish Council Budget Information for 2022/23 – for information only.
 - i. Town Council Band D Parish Precept Comparison for 2022/23 – for information only.
 - j. Local Council Powers & Duties – for information only.
 - k. KTC Policies – to consider and approve (papers attached).
 - KTC Code of Conduct (2022 updated)
 - KTC Standing Orders 2022/23 (amended May 2022)
15. **Planning & Development** –
 - a. Committee meeting minutes; 25 April 2022 and 9 May 2022 (copies attached) – to receive and note.
16. **Community & Recreation** –
 - a. Committee meeting minutes; 9 May 2022 (copy attached) – to receive and note;
 - Item 7 e. Rupert Fison Square-block paving
 - b. Kesgrave/Martlesham Underpass Project – to receive an update from the Clerk.
 - c. ESC Community Partnership Road Safety Forum meeting 9 May 2022 – to receive a verbal report from the Clerk.
17. **Solar Panels for Town Council office and additional panels at MJH** – to receive an update.
18. **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).
19. **Date of Next Meeting** – Monday 20 June 2022 at 7.15pm, Town Council office.

20. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
21. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
22. **Confidential Minutes** –
 - a. Full Town Council meeting held on 25 April 2022 (copy attached). To receive, consider and agree.
23. **Public Open Space and Land Ownership** –
 - a. Longstrops – to receive an update from the Clerk.