



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 24 January 2022 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Town Council meeting which will take place on Monday 24 January 2022 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
19 January 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 29 November 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 Temporary Post and Update** – to receive an update from the Clerk.
9. **Finance & Governance** –
 - a. Finance & Governance Committee meeting minutes; 10 January 2022 – meeting cancelled.
 - b. Schedule of Accounts –
 - List of Payments for the period 29/11/2021 to 23/01/2022 – to consider and approve (details attached).
 - List of Receipts for the period 29/11/2021 to 23/01/2022 – to consider and approve (details attached).
 - c. Transfer from Savings Account and the KTC Card Payments Account – to consider and approve (details attached).
 - d. Version 4 Draft Budget 2022/23 – to further consider and review amendments (details attached).
 - e. Precept Requirement for 2022/23 – to consider and approve.
 - f. Internal Auditor for the Year End Accounts 31 March 2022 – decision to appoint, consider and agree.
 - g. VAT Registration – update for information.
 - h. Costings for Hire of Football Pitch/Services at MSG/MJH – to receive.
 - i. Library Grant for Qrt2 and Qrt3 (1 July 2021 – 31 December 2021) – to consider and approve (report attached).
 - j. Revised Contracts for Services (Telephone/Broadband/Electricity/Gas) – to receive.
 - k. Grant Requests – to consider and agree the following;
 - a. Suffolk Accident and Rescue Service (SARS). (Application form attached).
 - b. St Elizabeth Hospice. (Application form attached).
10. **Planning & Development** –
 - a. Committee meeting minutes; 29 November 2021 and 13 December 2021 (copies attached) – to receive and note.
 - b. Transport Strategy for the East – to consider and agree response (paper attached).
11. **Community & Recreation** –
 - a. Oak Meadow Spider Net Safety Surface, to consider and agree (paper attached).
 - b. Trinity and Histon Close SCC No Cold Calling Zone (NCCZ) lamp post signs – to consider and agree.
 - c. Platinum Jubilee – to receive an update from the Clerk.
 - d. Woodbridge & District ASB Meeting 20th January 2022 – to receive a verbal update from Cllr Comber.
 - e. 4YP Youth Club Provider 2/3-year Contract April 2022 – to consider and agree.
 - f. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting 10 January 2022 – to receive a verbal update from the Clerk.
12. **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).
13. **Date of Next Meeting** – Monday 21 February 2022 at 7.15pm – Town Council office.
14. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.

15. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960 –**
to consider and agree.
16. **Confidential Minutes –**
a. Full Town Council meeting held on 29 November 2021 (copy attached). To receive, consider and agree.
17. **Public Open Space and Land Ownership –**
 - a. Longstrops – to receive any update.
 - b. Fentons Wood – to receive an update.
18. **Staffing Matters –**
 - a. Social Media / Website and Minute Taker – to review and consider additional office staff 2022/23.