



# Kesgrave Town Council

**Clerk: Mrs Joanna Abbott**

**Ferguson Way, Kesgrave, Suffolk IP5 2FZ**

**Tel: 01473 625179 Email: [enquiry@kesgravetowncouncil.org.uk](mailto:enquiry@kesgravetowncouncil.org.uk)**

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**Town Council Meeting, Monday 26 June 2023 at 7.15pm**

Dear Councillors

**Notice of Meeting**

You are summoned to attend the Full Town Council meeting which will take place on Monday 26 June 2023 at 7.15pm in the Council Chamber, Town Council Office.

Yours sincerely

*J Abbott*

Joanna Abbott  
Town Clerk  
21 June 2023

## 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 15 May 2023 – 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. **Co-option of a Town Councillor** – to receive and consider (paper to follow).
9. **Finance & Governance** –
  - a. Finance & Governance committee meeting minutes 19 June 2023 (copy attached). To receive, consider and agree the following recommendations.
    - KTC Policies (as listed in the Draft F&G mins)
  - b. Schedule of Accounts –
    - List of Payments for the period 01/03/2023 to 30/04/2023 – to consider and approve (details attached).
    - List of Receipts for the period 01/03/2023 to 30/04/2023 – to consider and approve (details attached).
  - c. Transfer from the KTC Card Payments Account to Current Account – to consider and approve (details attached).
  - d. Internal Audit Report 2022-23 – to receive year-end Internal Audit Report and any responses to recommendations.
  - e. Annual Return 2022-23 (AGAR Form 3) – 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 2023 (2 amendments agreed at F&G 19 June 2023)
    - Summary of Performance against Budget for 22/23 – for information only
    - Balance Sheet as of 31 March 2023
    - Income & Expenditure Account for the year ended 31 March 2023
    - S137 Report – for information only
    - Earmarked Reserves as of 31 March 2023 – for information only
    - AGAR 2022\_23 Form 3 - Annual Internal Audit Report (page 3)
    - AGAR 2022\_23 Form 3 – Section 1 Annual Governance Statement 2022\_23 (page 4)
    - AGAR 2022\_23 Form 3 - Section 2 Accounting Statements for 2022\_23 (page 5)
    - Supporting documents for the External Auditor:-
      - 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 2023
      - Bank: Cash and Investment reconciliation as at 31 March 2023
    - Confirmation of the dates of the period for the exercise of public rights form
10. **Planning & Development** – Committee meeting minutes; 22 May 2023 and 5 June 2023 (copies attached) – to receive and note.
11. **Community & Recreation** –
  - a. Community & Recreation committee meeting minutes 5 June 2023 (copy attached). To receive, consider and agree, the following recommendations.
    - Pump Track in Kesgrave
  - b. Kesgrave Climate and Conservation Working Party – to receive a verbal report from the Clerk following the initial meeting on Thursday 22 June 2023.

12. **SCC (part night /all night) Street Lighting on main bus route in the Town** – to discuss and consider recent changes made.
13. **Suffolk Association of Local Councils (SALC) East Suffolk Area Forum 6 June 2023** – to receive a verbal report from Cllr Gibson.
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 17 July at 7.15pm, at the 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 15 May 2023 (copy attached). To receive, consider and agree.
  - b. Finance & Governance committee meeting held on 19 June 2023 (copy attached). To receive, consider and agree the following recommendation.
    - Staff appraisals and pay review.
19. **Public Open Space and Land Ownership** –
  - a. Longstrops – to receive an update.
  - b. Land Acquisitions – to receive an update.