



# 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 20 March 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 20 March 2023 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

*J Abbott*

Joanna Abbott  
Town Clerk  
15 March 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 Town Council meeting** held on the 20 February 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. **Partnership Funded PCSO Reports** – to receive and note.
8. **Finance & Governance** –
  - a. Finance & Governance committee meeting minutes 6 March 2023 (copy attached). To receive, consider and agree the following recommendations.
    - Draft KTC Financial Regulations 2023/24
    - Draft KTC Standing Orders 2023/24
  - b. Draft Internal Audit Review and Plan for year ending 31 March 2023 – to receive, consider and agree (paper attached).
  - c. Draft Risk Register 2023/24 – to receive, consider and agree (paper attached).
  - d. Draft Risk Assessment Folder front sheets (Estate and Play) – to receive, consider and agree (papers attached).
  - e. Draft Internal Control Statement and Report for year ending 31 March 2023 – to receive, consider and agree (paper attached).
  - f. Draft KTC Terms of Reference 2023/24 – to receive, consider and agree (paper attached).
  - g. Draft KTC Asset Register for the year ending 31 March 2023 - to consider and approve (details attached).
  - h. Schedule of Accounts –
    - List of Payments for the period 01/02/2023 to 28/02/2023 – to consider and approve (details attached).
    - List of Receipts for the period 01/02/2023 to 28/02/2023 – to consider and approve (details attached).
  - i. Transfer from the KTC Card Payments Account to Current Account – to consider and approve (details attached).
9. **Planning & Development** – Committee meeting minutes; 20 February 2023 and 6 March 2023 (copies attached) – to receive and note.
10. **Community & Recreation** –
  - a. MJH Access Road/Driveway – upgrade lighting columns to LED – to consider and agree.
  - b. Kesgrave Conservation Projects – to receive a verbal update from the Clerk.
11. **KTC Business Plan 2021-24 Final Version** – to consider and approve (copy attached).
12. **East Suffolk and Town Council Elections – Thursday 4 May 2023** – to receive any further information, update from the Clerk.
13. **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).
14. **Date of Next Meetings** – Annual Town Meeting Monday 17 April at 7.15pm, at the Millennium Jubilee Hall. Annual Town Council Meeting Monday 15 May 2023 at 7.15pm at Town Council Office.
15. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
16. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
17. **Confidential Minutes** –
  - a. Town Council meeting held on 20 February 2023 (copy attached). To receive, consider and agree.

- b. Finance & Governance committee meeting held on 6 March 2023 (copy attached). To receive, consider and agree the following recommendation.
  - Pension Scheme Contributions

18. **Public Open Space and Land Ownership –**

- a. Longstrops – to receive an update.
- b. Land Acquisitions – to receive an update.

19. **Staffing Matters – annual leave** – to receive a report from the Clerk.