



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Town Council Meeting, Monday 30 March 2026 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Full Town Council meeting which will take place on Monday 30 March 2026 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
25 March 2026

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 16 February 2026 – to receive, consider and agree. (Copies 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. **Finance & Governance** –
 - a. Committee meeting minutes 2 March 2026 (copy attached) - to note and agree with the following recommendation;
 - i. Draft KTC Financial Regulations 2026/27 (copy attached)
 - ii. Draft KTC Standing Orders 2026/27 (copy attached)
 - iii. Draft KTC Terms of Reference 2026/27 (copy attached)
 - b. Schedule of Accounts –
 - List of Payments for the period 01/02/2026 to 28/02/2026 – to consider and approve (details attached).
 - List of Receipts for the period 01/02/2026 to 28/02/2026 – to consider and approve (details attached).
 - c. Transfer from the KTC Card Payments Account – to consider and approve (details attached).
 - d. Earmarked Reserves for 2025/26 - to consider and review (details attached for current reserves).
 - e. Draft Internal Audit Review and Plan for year ending 31 March 2026 – to receive, consider and agree (paper attached).
 - f. Draft Risk Register 2026/27 – to receive, consider and agree (paper attached).
 - g. Internal control checks by Councillor(s) on the financial procedures for the year ending 31 March 2026 – to consider and assign person to conduct tests.
 - h. Draft KTC 2026/27 Meeting Calendar – to consider and approve (paper attached).
9. **Planning & Development** –
 - a. Committee meeting minutes 19 February 2026 and 16 March 2026 - to note (copy attached).
10. **Community & Recreation** –
 - a. Committee meeting minutes 16 March 2026 – to note (copy attached).
 - b. Pump Track Project – to receive an update.
 - c. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting, Tuesday 17 March 2026 – to note (action notes attached).
 - d. ESC Land Adoption – to receive an update from the Clerk.
11. **Local Council Award Scheme**, Councillor training record – to receive an update.
12. **Community Engagement** – to receive an update from the Chair.
13. **Town Award and Recognition Scheme** – to receive an update from the Clerk.
14. **Devolution/Local Government Reorganisation (LGR)** – to receive any update from the Clerk.
15. **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).
16. **Date of Next Meetings** – Annual Town Meeting, held at the KWMCC Monday 20 April 2026 at 7.15pm. Annual Town Council Meeting, held at the Town Council Office Monday 11 May 2026 at 7.15pm.
17. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.

18. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
19. **Confidential Minutes** –
 - a. Town Council meeting held on 16 February 2026 (copy attached). To receive, consider and agree.
20. **Public Open Space and Land Ownership** –
 - a. Long Stropps and associated privately owned and managed areas – to receive any update.