



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

Tel: 01473 625179 Email: enquiry@kesgravetowncouncil.gov.uk

Town Council Meeting, Monday 29 June 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 29 June 2026 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
23 June 2026

AGENDA

1. **Welcome and Apologies for Absence** – welcome and to receive and accept any apologies for absence.
2. **Declarations of Interest** –
 - a. To receive, any interests, (these can be made at any point during the meeting).
 - b. Change to Register of Interest: home address disclosure – to note.
3. **Minutes of the Annual Town Council meeting** held on the 11 May 2026 – 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. **Finance & Governance** –
 - a. Committee meeting minutes 1 June 2026 (copy attached) – to receive and note.
 - b. Schedule of Accounts –
 - List of Payments for the period 01/04/2026 to 30/04/2026 – to consider and approve (details attached).
 - List of Receipts for the period 01/04/2026 to 30/04/2026 – to consider and approve (details attached).
 - c. Transfer from the KTC Card Payments Account to Current Account March 2026 and May 2026 – to consider and approve (details attached).
 - d. Internal Audit Report 2025-26 – to receive year-end Internal Audit Report and any responses to recommendations.
 - e. Annual Return year ended 31 March 2026 (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).
 - i. Supporting Statement for the year ended 31 March 2026
 - ii. Summary of Performance against Budget for 2025/26 – for information only
 - iii. Balance Sheet as of 31 March 2026
 - iv. Income & Expenditure Account for the year ended 31 March 2026
 - v. S137 Report – for information only
 - vi. AGAR 2025_26 Form 3 - Annual Internal Audit Report (page 3)
 - vii. AGAR 2025_26 Form 3 – Section 1 Annual Governance Statement 2025_26 (page 4) - to agree each assertion in turn, noting Assertion 10 with report.
 - viii. AGAR 2025_26 Form 3 - Section 2 Accounting Statements for 2025_26 (page 5)
 - ix. Supporting documents for the External Auditor:-
 - Explanation of any significant variances in section 2
 - Reconciliation between Box 7 and Box 8 in section 2
 - Bank: Cash and Investment reconciliation as at 31 March 2026
 - f. Confirmation of the dates of the period for the exercise of public rights form
 - g. CIL Reports as at 31 March 2026 - to review and approve (report for the website and summary report)
 - h. Flagstone Saving Account – to receive an update.
 - i. Asset Register, Inventory List and Summary of Additions/Disposals as at 31 March 2026 - to consider and approve (details attached).
 - j. Ear-Marked Reserves as at 31 March 2026 - to consider and approve (details attached).
9. **Planning & Development** –
 - a. Committee meeting minutes 11 May 2026, 1 and 15 June 2026 - to note (copies attached).
10. **Community & Recreation** –
 - a. Committee meeting minutes 15 June 2026 – to note (copy attached).
 - b. Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership meeting, Tuesday 19 May 2026 – to note (action notes attached).

- c. ESC Land Adoption – to receive an update from the Clerk.
 - d. Kesgrave SID; data from new site in Dobbs Lane – to note (report attached).
 - e. AFC Kesgrave, The Hollies Project – to consider and agree.
 - f. Land Acquisition from Kesgrave Covenant Ltd – to consider and agree (paper attached).
- 11. **Local Council Award Scheme** – to receive any update.
 - 12. **Community Engagement Improvement Plan** – to receive and agree (paper attached).
 - 13. **Devolution/Local Government Reorganisation (LGR)** – to receive any update from the Clerk.
 - 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** – Town Council Meeting, held at the Town Council Office Monday 27 July 2026 at 7.15pm.
 - 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 11 May 2026 (copy attached). To receive, consider and agree.
 - b. Planning & Development Committee meeting held on 1 June 2026 (copy attached). To note.
 - c. Finance & Governance Committee meeting held on 1 June 2026 (copy attached). To note.
 - 19. **Land Management** – to receive and agree (paper attached).