



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Annual Town Council Meeting, Monday 15 May 2023 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Annual Town Council meeting which will take place on Monday 15 May 2023 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
10 May 2023

AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office** – to agree and complete.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – to agree and complete.
3. **All Councillors Declaration of Acceptance of Office and Receiving of Electronic Summons** – to complete.
4. **Welcome and Apologies for Absence** – welcome and to receive and accept any apologies for absence.
5. **Declarations of Interest** –
 - a. To receive, any interests, (these can be made at any point during the meeting).
 - b. Reminder to all Councillors to complete 'Register of interest' and 'Candidate Expenses form'.
6. **Appointment of Committee Members** –
 - a. Planning & Development (to agree)
 - b. Community & Recreation (to agree)
 - c. Finance & Governance (to agree)
7. **Appointment of Council Representatives** – to receive, consider and agree (copy attached).
8. **Minutes of Town Council meetings** –
 - a. 20 March 2023 to receive, consider and agree (copy attached).
 - b. 24 April 2023 Extraordinary meeting, to receive, consider and agree (copy attached).
9. **Chairman's Communication** – to note.
10. **Clerks/Officer Report/Update** – to note any matters arising and updates following on from the last meetings, not dealt with under any other agenda item.
11. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
12. **County and District Councillors Reports** – to receive and note.
13. **Finance & Governance** –
 - a. Action Plan for the Internal Auditor Report for year ended 31 March 2022 – to consider and approve.
 - b. Code of Conduct Policy – to consider and approve (copy attached).
 - c. Grant Request – Cedarwood Primary School; Kings Coronation Conservation Project (application form attached).
14. **Planning & Development** – Committee meeting minutes; 20 March 2023 (copy attached) – to receive and note.
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** – Monday 26 June 2023 at 7.15pm, Town Council Office.
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 20 March 2023 (copy attached). To receive, consider and agree.
20. **Public Open Space and Land Ownership** –
 - a. Longstrops – to receive any update.
 - b. Land Acquisitions – to receive any update.