



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

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Town Council Meeting, Monday 18 March 2024 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Full Town Council meeting which will take place on Monday 18 March 2024 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J. Abbott

Joanna Abbott
Town Clerk
13 March 2024

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 Full Town Council meeting** held on the 19 February 2024 – 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. Finance & Governance committee meeting minutes 4 March 2024 (copy attached). To receive, consider and agree the following recommendations.
 - Draft KTC Financial Regulations 2024/25
 - Draft KTC Standing Orders 2024/25
 - Draft KTC Terms of Reference 2024/25
 - b. Draft Internal Audit Review and Plan for year ending 31 March 2024 – to receive, consider and agree (paper attached).
 - c. Draft Risk Register 2024/25 – 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. Internal control checks by Councillor(s) on the financial procedures for the year ending 31 March 2024 – to consider and assign person to conduct tests.
 - f. Draft KTC Asset Register for the year ending 31 March 2024 - to consider and approve (details attached).
 - g. Schedule of Accounts
 - List of Payments for the period 01/01/2024 to 31/01/2024 – to consider and approve (details attached).
 - List of Receipts for the period 01/01/2024 to 31/01/2024 – to consider and approve (details attached).
 - h. Transfer from the KTC Card Payments Account to Current Account – to consider and approve (details attached).
 - i. Kesgrave Library grant for qrt2 & qtr3 (2023/24) – to consider and approve (details attached).
 - j. Action Plan for the 2022/23 Internal Audit Report (year ended 31 March 2023) - to receive, consider and agree (paper attached).
9. **Planning & Development** –
 - a. Committee meeting minutes; 19 February 2024 (copy attached) – to receive and note.
 - b. Pump Track Application – to receive an update.
10. **Community & Recreation** –
 - a. Kesgrave Road Safety – to receive an update from the Clerk.
 - b. Kesgrave Kruisers, Alan Brown 10K Race – to receive and note.
11. **Suffolk Devolution pre-engagement community sessions** – to receive a verbal report from Cllr Gibson and the Clerk following their attendance.
12. **Community Engagement Strategy** – to receive any update.
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** – Full Council, Monday 22 April 2024 at 7.15pm, at the Town Council Office and the Annual Town Meeting, Monday 29 April at 7.15pm, held at the Millennium Jubilee Hall (MJH).

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. Full Town Council meeting held on 19 February 2024 (copy attached). To receive, consider and agree.
18. **Public Open Space and Land Ownership** –
 - a. Long Strops – to receive an update.
 - b. Privately owned and managed areas – to receive.
19. **Flagstone Account procedures** – to receive, consider and agree.